

**REGULAR CITY COUNCIL  
MEETING**

**August 31, 2021**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**  
Seth Coleman  
**Council President:**  
Darla Ives  
**Council Members:**  
James Hollander  
Sara McCarthy  
Brad Neumiller

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**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

**Minutes**

- [1.](#) Council Meeting Minutes 8-10-2021
- [2.](#) Council Meeting Minutes 8-24-2021
3. Executive Session Minutes 8-24-2021 for a Legal Issue

**Town Licenses**

- [4.](#) New and Renewal Business and Contractor Licenses 8-31-2021

**Financial Approvals**

- [5.](#) Financial Breakdown 8-31-2021
- [6.](#) Treasurer's Report
- [7.](#) Regular/Police Payroll
- [8.](#) Fire Payroll

**ORDINANCES AND RESOLUTIONS**

- [9.](#) **Ordinance 768 THIRD AND FINAL READING:** An Ordinance Repealing The Existing Title 3 on Revenue and Finance in it Entirety and Replacing it with a New Title 3
- [10.](#) **Ordinance 770: Second Reading:** AN ORDINANCE ANNEXING LANDS LOCATED IN AND BEING PORTIONS OF SECTIONS 2 AND 3, TOWNSHIP 33 NORTH, RANGE 80 WEST, AND PORTIONS OF SECTIONS 34 AND 35, CITYSHIP 34 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

**COUNCIL APPROVALS**

- [11.](#) Catering Permit for The Bayou for Sept 4th, 2021 for a wedding

**OPEN DISCUSSION**

**EXECUTIVE SESSION**

12. Legal Issue

13. Legal Issue

14. Personnel Issue

**ADJOURNMENT**

**NEXT MEETING** - September 14th, 2021 @ 7:00pm/ September 28th, 2021 @ 7:00pm

**NEXT WORK SESSION** - September 13th, 2021 @ 9:00am/ September 14th, 2021 @ 6:00pm/ September 28th, 2021 @ 7:00pm

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

**REGULAR CITY COUNCIL  
MEETING**

**August 10, 2021**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**  
Seth Coleman  
**Council President:**  
Darla Ives  
**Council Members:**  
James Hollander  
Sara McCarthy  
Brad Neumiller

**MINUTES**

**CALL TO ORDER**

Mayor opened the meeting at 7:00pm.

**ROLL CALL**

**PRESENT**

Mayor Seth Coleman  
Council President Darla Ives  
Council Member Jim Hollander  
Council Member Sara McCarthy  
Council Member Brad Neumiller

**PLEDGE OF ALLEGIANCE**

**AWARDS AND RECOGNITIONS**

**1. Swear In's**

Bob Lanz

Wil Gay

The City Clerk swore in Robert Lanz and Wimer Gay III to the position of Fire Chief and Asst. Fire Chief.

**CONSENT AGENDA**

**Minutes**

**2. Council Meeting Minutes 7-27-2021**

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

3. Executive Session Minutes 7-27-2021 Legal Issue

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

4. Executive Session Minutes 7-27-2021 Real-Estate Issue

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

5. Executive Session Minutes 7-27-2021 Legal Issue

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

6. Executive Session Minutes 7-27-2021 Legal Issue

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

7. Executive Session 7-27-2021 Personnel Issue

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**Town Licenses**

8. New & Renewal Business and Contractor Licenses

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**Financial Approvals**

9. Fire Payroll July 2<sup>nd</sup>, 2021 to Aug 2<sup>nd</sup>, 2021

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member

McCarthy, Council Member Neumiller

10. Regular/Police Payroll July 19<sup>th</sup>, 2021 to August 1<sup>st</sup>, 2021

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

11. Financial Breakdown Report

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**ORDINANCES AND RESOLUTIONS**

**12. Ordinance 768 Second Reading:** An Ordinance Repealing The Existing Title 3 on Revenue and Finance in it Entirety and Replacing it with a New Title 3

Motion made by Council President Ives, Seconded by Council Member Neumiller.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**13. Ordinance 769 Second Reading:** An Ordinance Repealing the Existing Title 15 on Building and Construction and Replacing it with a new Title 15

Mayor asked for a motion to table Ordinance 769 for further time to make the changes needed.

Motion made by Council Member McCarthy, Seconded by Council Member Neumiller.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**COUNCIL APPROVALS**

None

**OPEN DISCUSSION**

14. Stagers Patio Events

Catering Permit for Sept 10-11: Dart Tournament with Music

Carmen and Justin Wisser were here to explain what they want to do on their new patio. They want to hold karaoke maybe once a month outside. They will keep the music down. The Mayor stated that they can not increase their occupancy.

Next they asked for the approval of their catering permit for Sept 10-11. They will start on the 10th and run thru Sat Sept 11th. They will tear down on Sunday. The music will be a juke box, no live bands.

Mayor asked for a motion to approve the catering permit for Stagger for Sept 10-11th, 2021.

Motion made by Council Member Neumiller, Seconded by Council Member Hollander.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

15. Catering Permit for Uncorked Fine Wine and Spirits: September 4th,2021 for a Wedding

Dawn was present to ask for approval to do a catering event in the City of Casper at the Lions Camp on Casper Mountain.

Mayor asked for a motion to approve the catering permit for Uncorked Fine Wine and Spirits.

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

City Clerk stated that she will draw up the letter for her and will send one to the City of Casper.

16. Public Space Rental: Rock-in-Burger & Dogs: Labor Day Monday Sept 6th, 2021 from 10:00am to 3:00pm

City Clerk stated that Rockin Burger and Dogs would like to rent the public space on the river by the tables to do an event with other food trucks on Monday Sept 6th, 2021 from, 10:00am to 3:00pm.  
Mayor did not see a problem with that.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Mayor asked for a motion to adjourn at 7:18pm.

Motion made by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**NEXT MEETING** - August 24th, 2021 @ 7:00pm/ September 14th, 2021 @ 7:00pm

**NEXT WORK SESSION** - August 24th, 2021 @ 6:00pm/ September 13th, 2021 @ 9:00am

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

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Mayor, Seth Coleman

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Town Clerk, Christine Trumbull

**REGULAR CITY COUNCIL  
MEETING**

**August 24, 2021**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**  
Seth Coleman  
**Council President:**  
Darla Ives  
**Council Members:**  
James Hollander  
Sara McCarthy  
Brad Neumiller

**MINUTES**

**CALL TO ORDER**

Mayor called the meeting to order at 7:00pm

**ROLL CALL**

**PRESENT**

Mayor Seth Coleman  
Council President Darla Ives  
Council Member Jim Hollander  
Council Member Sara McCarthy  
Council Member Brad Neumiller

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARINGS**

**1. Public Hearing for Zero Road Industrial Annexation**

Mayor closed the Council Meeting at 7:00pm.

Mayor opened the Public Hearing at 7:00pm

Mayor Coleman now declared the Public Hearing opened for considering the Zero Road Industrial Annexation. The hearing will be conducted in accordance with state statues and has been set and advertised in accordance with the statutes. I would ask those individuals who wish to address the council on this issue to approach the lectern, state your name, and address for the record. Do we have a report on this item? The City Planner Scott Radden was here to give a report on this item. He set up two maps. The map on the left is number by property. He stated that these properties will stay as they are in the County. Keith Tyler’s property will be zoned urban AG like we have it in our zoning. Having Mills take over this part will help with getting grants. The County had a hard time getting them and we have a better chance of getting grants to improve the area. For example, like brining in sewer to the area. Is there anyone in the audience who wishes to speak in favor of this item? Keith Tyler who is a land owner in this annexation is for this. He is interested in getting sewer in the area if it affordable. He is excited for what it will do for Mills as well. Mayor asked again if there was anyone in the audience who wishes to speak in favor of this item. No one spoke. For a third and final time is there is anyone in the audience who wishes to speak in favor of this item. No one spoke. Mayor Coleman asked if there was anyone in the audience who wishes to speak in opposition to this item. Randy Hall who is also a land owner in the area



state that he is not really against it but skeptical. He has the Sinclair crude oil tank farms. He is excited about the improvements but wants to know what it would do to his taxes. Mayor stated it would go up a little but not much. Tandy also wanted to know what would be the restrictions for future growth. Mayor stated that we are less restrictive than the County. He also wanted to know that if a special district has to be formed and if he does not like it will he have to pay. The Mayor stated that the properties that would benefit from the improvement would have to pay. But remember that 50% of the people have to be for improvement. He also wanted to know what we would do for the roads in the area? JC road is not in the best condition. The City Planner stated that we have access to road-a mill that we can help with the condition of the roads. Randy was under the understanding that the Ordinance has to go through 3 reading and wanted to know when this would take effect. Mayor stated that the final reading is September 28<sup>th</sup>, 2021 and then it would go in effect in 60 days. But for tax purposes it would be 2022. Mayor asked is there anyone in the audience who wishes to speak in opposition to this item? No one spoke up. For a third and final time is there anyone in the audience who wishes to speak in opposition to this item. Mayor Coleman mentioned that after all have spoken and there being no others to speak for or against this item, I now declare the public hearing closed at 7:18pm.

Mayor opened the Council Meeting at 7:18pm.

**Ordinances and Resolutions**

- 2. **Ordinance 770: First Reading:** AN ORDINANCE ANNEXING LANDS LOCATED IN AND BEING PORTIONS OF SECTIONS 2 AND 3, CITYSHIP 33 NORTH, RANGE 80 WEST, AND PORTIONS OF SECTIONS 34 AND 35, CITYSHIP 34 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

Motion made by Council Member Neumiller, Seconded by Council Member Hollander.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**Council Approvals**

- 3. **Council Approval of the Proclamation for the Month of September as Hunger Awareness Month**

Motion made by Council Member McCarthy, Seconded by Council President Ives.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

- 4. **Council Approval for a Letter of Intent to be sent for a grant for Broadband**

Motion made by Council Member Neumiller, Seconded by Council Member Hollander.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member

McCarthy, Council Member Neumiller

5. **Council Approval for a Letter of Intent to be sent for a Second Grant Opportunity for Fire Hydrants**

Motion made by Council President Ives, Seconded by Council Member McCarthy.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**Open Discussion:**

Samantha Maxwell and Jill where here from the Wyoming Food Bank to say thank you for helping out with naming September food hunger awareness month. Bringing attention to the rising awareness of hunger in Wyoming will help them. They have teamed up with Mountain View Baptist Church in Mills to help get food out.

**Executive Session**

6. **Legal Issue**

Mayor asked for a motion to go into Executive Session for a Legal Issue at 7:30pm.

Motion made by Council Member Neumiller, Seconded by Council Member Hollander.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

Back from Executive Session at 7:35pm. No Action Taken

**ADJOURNMENT**

Mayor asked for a motion to adjourn the meeting at 7:36pm.

Motion made by Council President Ives, Seconded by Council Member McCarthy.  
Voting Yea: Mayor Coleman, Council President Ives, Council Member Hollander, Council Member McCarthy, Council Member Neumiller

**NEXT MEETING** - August 31st, 2021 @ 7:00pm/ September 14th, 2021 @ 7:00pm/ September 28th, 2021 @ 7:00pm

**NEXT WORK SESSION** - August 31st, 2021 @ 6:00pm/ September 13th, 2021 @ 9:00am/ September 14th, 2021 @ 6:00pm/ September 28th, 2021 @ 6:00pm

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

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Mayor, Seth Coleman

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City Clerk, Christine Trumbull

# Council Meeting AUGUST 31ST, 2021

Item # 4.

## NEW BUSINESS LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

## RENEWAL BUSINESS LICENSES

**BUSINESS NAME**

**FIRE INSPECTION**

**INSURANCE**

1	ACE LAWN CARE	NA	YES
2	ARC IRON GARAGE	YES	YES
3	DOUBLE DIAMOND VAPORS	YES	YES
4	HAPPY PAWS GROOMING	N/A	YES
5	HAYDEN'S PLACE	YES	YES
6	JTEAM CUSTOM ENGINES	YES	YES
7	MAGIC CITY STOVES	N/A	YES
8	NIX CO LLC	N/A	YES
9	ROTECH	N/A	YES
10	TIKI'S SHAVE ICE	N/A	YES
11	WYOMING CHILD & FAMILY DEVELOPMENT	YES	YES

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# Council Meeting **AUGUST 31ST, 2021**

## NEW CONTRACTOR LICENSES

**BUSINESS NAME**                                      **CONTRACTOR ID**   **INSURANCE**   **FIRE**

## RENEWAL CONTRACTOR LICENSES

**BUSINESS NAME**                                      **CONTRACTOR ID**   **INSURANCE**   **FIRE**

7	AC ELECTRICAL SERVICE	Yes	Yes	N/A
8	MIRACLE PLUMBING	Yes	Yes	N/A
9	MODERN ELECTRIC	Yes	Yes	N/A
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# CITY OF MILLS

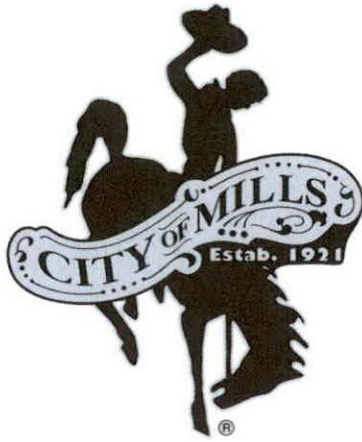
EST. 1921

## BILLS

Meeting Date: August 31<sup>st</sup> , 2021

### Bills

PETTY CASH.....	\$0.00
VOUCHERS.....	\$84,573.17
MANUAL CHECKS CITY HALL.....	\$49,158.36
MANUAL CHECKS COURT.....	\$500.00
VOIDED CHECKS.....	\$7,720.11



# CITY OF MILLS

EST. 1921

**CHECK LIST FOR**

**August 31<sup>st</sup> , 2021**

**COUNCIL MEETING**

City Hall/Court

8-9-2021	27904-27913	Manual
8-16-2021	27914-27915	Transmittals
8-16-2021	27916-27923	Manual
8-16-2021	27924-27928	Payroll
8-17-2021	27929-27933	Transmittals
8-18-2021	27934-27961	Vouchers
	<b>COURT</b>	
8-11-2021	1637-1639	Manual

**COUNCIL:**

\_\_\_\_\_

**MAYOR:**

\_\_\_\_\_

**CITY CLERK:**

\_\_\_\_\_



# CITY OF MILLS

EST. 1921

## MANUAL CHECKS

### City Hall

### August 31<sup>st</sup>, 2021

## COUNCIL MEETING

8-9-2021	27904	Asphalt Preservation	Bill	\$7500.42
8-10-2021	27905	Wyoming Worker's Compensation	Workers Comp	\$6558.21
8-11-2021	27906	Black Hills Energy	Utilities	\$692.16
8-11-2021	27907	Rocky Mountain Power	Utilities	\$15,756.14
8-11-2021	27908	Hub International	Bonding	\$100.00
8-11-2021	27909	Weston Groundwater Engineering	Project	\$908.35
8-11-2021	27910	24 Hour Heating and Air	Air Conditioning Fire	\$1267.88
8-12-2021	27911	307 Construction	Fire Dept Remodel	\$4900.00
8-12-2021	27912	Wyoming Dept of Revenue	Tax Repay	\$5322.42
8-12-2021	27913	Wil Gay	Supplies	\$60.72
8-16-2021	27916	Robinson Contracting	Demo Buildings	\$6092.06

**TOTAL:** \$49,158.36





# CITY OF MILLS

EST. 1921

**MANUAL CHECKS**

**COURT**

**August 31<sup>st</sup>, 2021**

**COUNCIL MEETING**

8-10-2021	1637	Guillermo Montes Des Ora Jr	Bond Refund	\$270.00
8-11-2021	1638	Christina McCartney	Bond Refund	\$10.00
8-17-2021	1638	Catarina Pham	Bond Refund	\$220.00

**TOTAL:** \_\_\_\_\_ \$ 500.00



# CITY OF MILLS

EST. 1921

## Voided Checks

August 31<sup>st</sup>, 2021

## Council Meeting

5-24-2021	27505	None	Balco Uniform Company	Paid with a Credit Card	\$2020.11
8-9-2021	27865	27911	307 Construction	Paid To Much	\$5700.00

**TOTAL: \$7,720.11**

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

[Report].Vendor Number = {<=>} {AND} 380 {AND} 4910 {AND} 790 {AND} 1310 {AND} 1340 {AND} 2080 {AND} 4200 {AND} 4210 {AND} 5470 {AND} 5480 {AND} 5950 {AND} 6480 {AND} 7040 {AND} 7280 {AND} 6450 {AND} 7170

[Report].Vendor Number = {OR} {IS NULL}

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>Altitude Landscaping &amp; Seamless Gutter</b>								
8116	Altitude Landscaping & Seamless	2345	07/19/2021	3,500.00	.00		06/17/2021	27630
8116	Altitude Landscaping & Seamless	2350	07/25/2021	4,060.00	.00		06/17/2021	27630
8116	Altitude Landscaping & Seamless	2361	08/13/2021	1,500.00	.00		06/17/2021	27630
Total Altitude Landscaping & Seamless Gutter:				9,060.00	.00			
<b>Amazon Capital Services, Inc</b>								
7825	Amazon Capital Services, Inc	113-3729288-0	08/09/2021	97.00	.00		06/22/2021	27650
Total Amazon Capital Services, Inc:				97.00	.00			
<b>Atlas Office Products, Inc</b>								
620	Atlas Office Products, Inc	69541-0	08/09/2021	120.50	.00		07/13/2021	27742
Total Atlas Office Products, Inc:				120.50	.00			
<b>Caselle, Inc</b>								
1160	Caselle, Inc	111054	08/01/2021	2,108.00	.00		07/27/2021	27818
Total Caselle, Inc:				2,108.00	.00			
<b>Casper Star Tribune Inc</b>								
1270	Casper Star Tribune Inc	75222	07/20/2021	228.92	.00		07/27/2021	27819
1270	Casper Star Tribune Inc	75403	07/20/2021	134.12	.00		07/27/2021	27819
1270	Casper Star Tribune Inc	75520	07/29/2021	123.28	.00		07/27/2021	27819
1270	Casper Star Tribune Inc	75597	07/29/2021	118.82	.00		07/27/2021	27819
1270	Casper Star Tribune Inc	75903	08/10/2021	74.56	.00		07/27/2021	27819
Total Casper Star Tribune Inc:				679.70	.00			
<b>Casper Tire, Inc</b>								
1280	Casper Tire, Inc	167745	08/06/2021	20.00	.00		05/10/2021	27432
Total Casper Tire, Inc:				20.00	.00			
<b>City of Casper</b>								
1510	City of Casper	606324	07/12/2021	213.06	.00		08/09/2021	27871
1510	City of Casper	606367	07/13/2021	742.53	.00		08/09/2021	27871
1510	City of Casper	606399	07/14/2021	1,199.92	.00		08/09/2021	27871
1510	City of Casper	606427	07/15/2021	675.75	.00		08/09/2021	27871
1510	City of Casper	606452	07/16/2021	349.80	.00		08/09/2021	27871
1510	City of Casper	606483	07/19/2021	640.77	.00		08/09/2021	27871
1510	City of Casper	606524	07/20/2021	873.97	.00		08/09/2021	27871
1510	City of Casper	606553	07/20/2021	559.68	.00		08/09/2021	27871
1510	City of Casper	606584	07/22/2021	613.21	.00		08/09/2021	27871
1510	City of Casper	606618	07/23/2021	337.08	.00		08/09/2021	27871
1510	City of Casper	606646	07/26/2021	614.80	.00		08/09/2021	27871
1510	City of Casper	606683	07/27/2021	844.29	.00		08/09/2021	27871

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total City of Casper:				7,664.86	.00			
<b>Collins Communications, Inc</b>								
7427	Collins Communications, Inc	570025	08/02/2021	275.00	.00		07/27/2021	27822
Total Collins Communications, Inc:				275.00	.00			
<b>Computer Professionals Unlimited</b>								
7450	Computer Professionals Unlimited	INV118789	07/20/2021	88.40	.00		08/09/2021	27872
7450	Computer Professionals Unlimited	INV118821	07/27/2021	5,559.00	.00		08/09/2021	27872
Total Computer Professionals Unlimited:				5,647.40	.00			
<b>Construction Exam Center</b>								
8139	Construction Exam Center	2407	07/30/2021	695.00	.00			
Total Construction Exam Center:				695.00	.00			
<b>Geotec Industrial Supply</b>								
7729	Geotec Industrial Supply	39130	06/08/2021	2,940.00	.00		03/04/2021	27160
Total Geotec Industrial Supply:				2,940.00	.00			
<b>Hilltop National Bank</b>								
3100	Hilltop National Bank	15355	08/11/2021	75.00	.00		03/19/2021	27225
Total Hilltop National Bank:				75.00	.00			
<b>Homax</b>								
3120	Homax	CL09914	07/31/2021	824.77	.00		08/09/2021	27878
3120	Homax	CL09918	07/31/2021	171.93	.00		08/09/2021	27878
3120	Homax	CL09920	07/31/2021	218.14	.00		08/09/2021	27878
Total Homax:				1,214.84	.00			
<b>IGNITE</b>								
8086	IGNITE	2427501-10	07/31/2021	1,000.00	.00		08/09/2021	27880
8086	IGNITE	2517922-6	07/31/2021	1,000.00	.00		08/09/2021	27880
Total IGNITE:				2,000.00	.00			
<b>Imperial Pump Solutions</b>								
8104	Imperial Pump Solutions	1021	07/14/2021	798.40	.00		06/08/2021	27583
8104	Imperial Pump Solutions	1022	07/14/2021	798.40	.00		06/08/2021	27583
8104	Imperial Pump Solutions	1034	07/26/2021	14,171.38	.00		06/08/2021	27583
Total Imperial Pump Solutions:				15,768.18	.00			
<b>KWYY-FM</b>								
7756	KWYY-FM	2503234-1	07/31/2021	500.00	.00		08/09/2021	27882
Total KWYY-FM:				500.00	.00			
<b>Mix Mor</b>								
4430	Mix Mor	061681444	06/10/2021	4,046.32	.00		02/22/2018	21820

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>Total Mix Mor:</b>				4,046.32	.00			
<b>Natrona County Sheriffs Office</b>								
4660	Natrona County Sheriffs Office	4294	08/05/2021	10,280.48	.00		07/27/2021	27837
<b>Total Natrona County Sheriffs Office:</b>				10,280.48	.00			
<b>PageFreezer Software Inc</b>								
8034	PageFreezer Software Inc	10107	08/07/2021	2,055.00	.00		08/25/2020	25662
<b>Total PageFreezer Software Inc:</b>				2,055.00	.00			
<b>Peden's Inc.</b>								
5010	Peden's Inc.	N62993	07/30/2021	30.00	.00		08/09/2021	27888
<b>Total Peden's Inc.:</b>				30.00	.00			
<b>Quadient, Inc</b>								
7985	Quadient, Inc	58639269	08/04/2021	218.00	.00		07/13/2021	27780
<b>Total Quadient, Inc:</b>				218.00	.00			
<b>Quick Med Claims</b>								
7972	Quick Med Claims	INV6493	07/31/2021	2.00	.00		08/09/2021	27891
<b>Total Quick Med Claims:</b>				2.00	.00			
<b>Ramkota Hotel</b>								
7996	Ramkota Hotel	10B472	07/27/2021	98.00	.00		06/03/2020	25278
7996	Ramkota Hotel	10B4EZ	07/27/2021	98.00	.00		06/03/2020	25278
7996	Ramkota Hotel	10B4F0	07/27/2021	98.00	.00		06/03/2020	25278
7996	Ramkota Hotel	10B4F1	07/27/2021	98.00	.00		06/03/2020	25278
<b>Total Ramkota Hotel:</b>				392.00	.00			
<b>Sundahl, Powers, Kapp &amp; Martin, LLC</b>								
8140	Sundahl, Powers, Kapp & Martin,	13162	07/16/2021	5,809.29	.00			
<b>Total Sundahl, Powers, Kapp &amp; Martin, LLC:</b>				5,809.29	.00			
<b>The Emblem Authority</b>								
6150	The Emblem Authority	31943	08/10/2021	430.00	.00		06/17/2020	25358
<b>Total The Emblem Authority:</b>				430.00	.00			
<b>Trans Union Risk &amp; Alternative</b>								
7392	Trans Union Risk & Alternative	8121	08/01/2021	75.00	.00		07/27/2021	27843
<b>Total Trans Union Risk &amp; Alternative:</b>				75.00	.00			
<b>Wyoming Financial Insurance, Inc</b>								
7918	Wyoming Financial Insurance, Inc	19181	07/28/2021	6,000.00	.00		07/26/2021	27845
<b>Total Wyoming Financial Insurance, Inc:</b>				6,000.00	.00			

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>Wyoming Signs LLC</b>								
7190	Wyoming Signs LLC	14036	05/18/2021	7,093.00	.00		07/13/2021	27789
<b>Total Wyoming Signs LLC:</b>				<b>7,093.00</b>	<b>.00</b>			
<b>Grand Totals:</b>				<b>85,296.57</b>	<b>.00</b>			

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

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

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

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

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

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

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

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

Department Heads: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

[Report].Vendor Number = {<->} {AND} 380 {AND} 4910 {AND} 790 {AND} 1310 {AND} 1340 {AND} 2080 {AND} 4200 {AND} 4210 {AND} 5470 {AND} 5480 {AND} 5950 {AND} 6480 {AND} 7040 {AND} 7280 {AND} 6450 {AND} 7170

[Report].Vendor Number = {OR} {IS NULL}

Report Criteria:

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>1637</b>						
08/11/2021	1637	Guillermo Montes De Ora Jr.	270.00	Bond Refund for Guillermo Montes De Ora Jr.	10-51-340	270.00
Total 1637:						270.00
<b>1638</b>						
08/11/2021	1638	Christina McCartney	10.00	Bond Refund for Christina McCartney	10-51-340	10.00
Total 1638:						10.00
<b>1639</b>						
08/17/2021	1639	Catarina Pham	220.00	Bond Refund for Catarina Pham	10-51-340	220.00
Total 1639:						220.00
<b>27865</b>						
08/09/2021	27865	307 Construction, LLC	5,700.00	Prep and install slide to upstairs at FD	10-45-260	5,700.00
08/09/2021	27865	307 Construction, LLC	5,700.00-	Prep and install slide to upstairs at FD	10-45-260	5,700.00- V
Total 27865:						.00
<b>27866</b>						
08/09/2021	27866	ALSCO, Inc	132.61	Cleaning of Rugs @ Police Station	10-45-260	132.61
Total 27866:						132.61
<b>27867</b>						
08/09/2021	27867	AMBI Mail & Marketing, Inc	17.62	Fed Ex Drugs to Conifer, CO	10-54-330	17.62
Total 27867:						17.62
<b>27868</b>						
08/09/2021	27868	B & B Rubber Stamp	30.95	Notary Stamp for Penny Shoemake	10-44-351	30.95
08/09/2021	27868	B & B Rubber Stamp	30.95	Notary Stamp for Lynn Strickland	10-44-351	30.95
08/09/2021	27868	B & B Rubber Stamp	68.00	8 Name Plates for City Hall	10-44-351	68.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>Total 27868:</b>						<u>129.90</u>
<b>27869</b>						
08/09/2021	27869	Badge & Wallet	330.00	New Centennial Badge for Houser/Thorp	10-54-855	<u>330.00</u>
<b>Total 27869:</b>						<u>330.00</u>
<b>27870</b>						
08/09/2021	27870	Bighorn Tire	764.00	Set of 4 245/55R Tores fpr Imot #7	10-54-900	<u>764.00</u>
<b>Total 27870:</b>						<u>764.00</u>
<b>27871</b>						
08/09/2021	27871	City of Casper	25,807.07	201 Sewer	53-83-620	25,807.07
08/09/2021	27871	City of Casper	630.17	Balefill	54-84-250	630.17
08/09/2021	27871	City of Casper	524.70	Balefill	54-84-250	524.70
08/09/2021	27871	City of Casper	669.92	Balefill	54-84-250	669.92
08/09/2021	27871	City of Casper	619.04	Balefill	54-84-250	619.04
08/09/2021	27871	City of Casper	553.85	Balefill	54-84-250	553.85
08/09/2021	27871	City of Casper	499.79	Balefill	54-84-250	499.79
08/09/2021	27871	City of Casper	458.98	Balefill	54-84-250	458.98
08/09/2021	27871	City of Casper	1,057.88	Balefill	54-84-250	1,057.88
08/09/2021	27871	City of Casper	822.03	Balefill	54-84-250	822.03
08/09/2021	27871	City of Casper	586.71	Balefill	54-84-250	<u>586.71</u>
<b>Total 27871:</b>						<u>32,230.14</u>
<b>27872</b>						
08/09/2021	27872	Computer Professionals Unlimited	1,773.00	Weather Station Sensors and IP Interface	12-45-800	1,773.00
08/09/2021	27872	Computer Professionals Unlimited	1,676.00	Computer and Monitors for FD	12-45-390	<u>1,676.00</u>
<b>Total 27872:</b>						<u>3,449.00</u>
<b>27873</b>						
08/09/2021	27873	Dana Kepner Company Inc	199.30	S Valve Box w/lid	51-81-840	199.30
08/09/2021	27873	Dana Kepner Company Inc	2,091.40	Meters	51-81-430	<u>2,091.40</u>



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27873:						2,290.70
<b>27874</b>						
08/09/2021	27874	Dan's Auto Electric	205.00	Battery Isolator Replacement on Br9	10-56-350	205.00
Total 27874:						205.00
<b>27875</b>						
08/09/2021	27875	Ferguson Waterworks #1701	366.76	Meters	51-81-430	366.76
Total 27875:						366.76
<b>27876</b>						
08/09/2021	27876	Hawkins Inc	569.95	Remote Chlorine Meter 10PPD	52-82-810	569.95
Total 27876:						569.95
<b>27877</b>						
08/09/2021	27877	Hensley Battery LLC	120.22	Batteries and core charge for Unit #4	10-54-950	120.22
Total 27877:						120.22
<b>27878</b>						
08/09/2021	27878	Homax	108.35	Drum Deposit	50-47-410	108.35
08/09/2021	27878	Homax	12.45	Parks Fuel	10-70-370	12.45
08/09/2021	27878	Homax	383.81	Streets Fuel	10-61-370	383.81
08/09/2021	27878	Homax	156.00	Sewer Fuel	53-83-370	156.00
08/09/2021	27878	Homax	222.12	Parks Fuel	10-70-370	222.12
08/09/2021	27878	Homax	2,284.96	Sanitation Fuel	54-84-370	2,284.96
08/09/2021	27878	Homax	193.72	Shop Fuel	10-64-370	193.72
Total 27878:						3,361.41
<b>27879</b>						
08/09/2021	27879	Hose & Rubber Supply	127.54	Hydraulic Hoses and Spiral Wrap	54-84-950	127.54
08/09/2021	27879	Hose & Rubber Supply	154.74	Service Plug and Pressure Washer	54-84-950	154.74

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>Total 27879:</b>						<b>282.28</b>
<b>27880</b>						
08/09/2021	27880	IGNITE	500.00	Volunteer FD Ads	10-44-620	500.00
08/09/2021	27880	IGNITE	875.00	100th Anniversary Ad	10-44-620	875.00
08/09/2021	27880	IGNITE	1,000.00	Library and Public Notice	10-44-620	1,000.00
<b>Total 27880:</b>						<b>2,375.00</b>
<b>27881</b>						
08/09/2021	27881	Industrial Distributors, Inc	59.90	APWA Blue WB Marking Paint	51-81-840	59.90
<b>Total 27881:</b>						<b>59.90</b>
<b>27882</b>						
08/09/2021	27882	KWYY-FM	2,601.00	Ad for Summer Fest	10-44-620	2,601.00
08/09/2021	27882	KWYY-FM	1,286.00	Summerfest Endorsments	10-45-998	1,286.00
08/09/2021	27882	KWYY-FM	325.00	Ad for Summer Fest	10-44-620	325.00
<b>Total 27882:</b>						<b>4,212.00</b>
<b>27883</b>						
08/09/2021	27883	Marfin Capital Solutions	37.33	Ricoh Copier	12-45-880	37.33
<b>Total 27883:</b>						<b>37.33</b>
<b>27884</b>						
08/09/2021	27884	Modern Electric Company Inc	100.00	Lights at PD fixed	12-45-260	100.00
<b>Total 27884:</b>						<b>100.00</b>
<b>27885</b>						
08/09/2021	27885	Nix Signs	328.26	Signs for summerfest	10-45-998	328.26
<b>Total 27885:</b>						<b>328.26</b>
<b>27886</b>						
08/09/2021	27886	Norco, Inc	168.17	Cleaning and safety supplies	52-82-840	168.17

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
08/09/2021	27886	Norco, Inc	50.00	Air Monitor Calibration	10-56-350	50.00
Total 27886:						218.17
<b>27887</b>						
08/09/2021	27887	One Call of Wyoming	66.75	89 Tickets for June 2021	51-81-620	66.75
Total 27887:						66.75
<b>27888</b>						
08/09/2021	27888	Peden's Inc.	57.00	City of Mills Shirts	10-44-855	57.00
Total 27888:						57.00
<b>27889</b>						
08/09/2021	27889	Peterbilt of Wyoming Inc	750.00	Worked on Vac Truck	10-56-810	750.00
08/09/2021	27889	Peterbilt of Wyoming Inc	2,761.24	Sanitation Truck Repairs	54-84-938	2,761.24
08/09/2021	27889	Peterbilt of Wyoming Inc	140.40	Transmission Leak	10-61-950	140.40
Total 27889:						3,651.64
<b>27890</b>						
08/09/2021	27890	PMCH	3,575.00	Financeial consultants review of accounts	10-44-861	3,575.00
Total 27890:						3,575.00
<b>27891</b>						
08/09/2021	27891	Quick Med Claims	223.73	Ambulance Billing for June	10-56-920	223.73
Total 27891:						223.73
<b>27892</b>						
08/09/2021	27892	Reeb Welding, LLC	1,300.00	Blast and Paint Dunk Tank	10-45-998	1,300.00
Total 27892:						1,300.00
<b>27893</b>						
08/09/2021	27893	Rocky Mountain Drug Testing	475.00	New Hire Testing	10-44-981	475.00
08/09/2021	27893	Rocky Mountain Drug Testing	205.00	New Hire Drug Testing	10-44-981	205.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27893:						680.00
<b>27894</b>						
08/09/2021	27894	Shirts & More	652.00	City of Mills Shirts for Penny, Alyssa, Sara and Kevin	10-44-856	652.00
08/09/2021	27894	Shirts & More	751.00	Replace vinyl on doors, replace badges Unit #7	10-54-950	751.00
Total 27894:						1,403.00
<b>27895</b>						
08/09/2021	27895	Sutherlands	56.99	Digger Post Hole	10-70-840	56.99
08/09/2021	27895	Sutherlands	31.20	Concrete Mix	10-70-840	31.20
08/09/2021	27895	Sutherlands	61.97	Snow Shovel and Rake	10-70-840	61.97
08/09/2021	27895	Sutherlands	17.91	Drywall Tape	10-70-840	17.91
08/09/2021	27895	Sutherlands	29.99	Seat WHT ELG OPEN FRONT	10-45-260	29.99
08/09/2021	27895	Sutherlands	348.61	Door and sheetrock	12-45-260	348.61
08/09/2021	27895	Sutherlands	71.70	Keys	12-45-260	71.70
Total 27895:						618.37
<b>27896</b>						
08/09/2021	27896	Time Clock Plus	2,114.10	Harware Support & Maint. 4-11-21 to 4-10-22	10-44-350	2,114.10
Total 27896:						2,114.10
<b>27897</b>						
08/09/2021	27897	TWEnterprises Inc	732.46	Lift Station Maint. and Repair	53-83-420	732.46
Total 27897:						732.46
<b>27898</b>						
08/09/2021	27898	WLC Engineering Inc	1,770.00	GIS	10-57-550	1,770.00
08/09/2021	27898	WLC Engineering Inc	5,375.00	Planning	10-57-499	5,375.00
08/09/2021	27898	WLC Engineering Inc	8,574.13	Annex Survey - Zero Road	10-57-339	8,574.13
08/09/2021	27898	WLC Engineering Inc	13,419.90	Engineering	10-46-335	13,419.90
08/09/2021	27898	WLC Engineering Inc	173.00	Buffalo Meadows	10-46-864	173.00
08/09/2021	27898	WLC Engineering Inc	9,910.69	WTP Finishing Tank	10-46-868	9,910.69
08/09/2021	27898	WLC Engineering Inc	167.22	Manhole Replacement	10-46-985	167.22
08/09/2021	27898	WLC Engineering Inc	1,470.50	N Mtn View Crack Seal	10-46-867	1,470.50

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27898:						40,860.44
<b>27899</b>						
08/09/2021	27899	Wyoming Association of Municipal	4,451.27	FY2022 WAM Membership Dues	10-44-270	4,451.27
Total 27899:						4,451.27
<b>27900</b>						
08/09/2021	27900	Wyoming Association of Rural Wa	1,185.00	Water Conference registration 2021	52-82-910	1,185.00
Total 27900:						1,185.00
<b>27901</b>						
08/09/2021	27901	Wyoming Door Service	240.00	Reset cables at PD	10-45-260	240.00
Total 27901:						240.00
<b>27902</b>						
08/09/2021	27902	Wyoming Steel & Recycling	78.08	3/4" Pipe	10-64-260	78.08
Total 27902:						78.08
<b>27903</b>						
08/09/2021	27903	Zoll Medical Corporation	147.80	Heart Monitor Accessory	10-56-425	147.80
Total 27903:						147.80
<b>27904</b>						
08/09/2021	27904	Asphalt Preservation	7,500.42	Final Payment for Mnt View Crack Seal	10-58-245	7,500.42
Total 27904:						7,500.42
<b>27905</b>						
08/10/2021	27905	Wyoming Worker's Compensation	6,558.21	workers comp July 2021	10-23800	6,558.21
Total 27905:						6,558.21

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>27906</b>						
08/11/2021	27906	Black Hills Energy	132.03	Natural Gas for City	10-44-940	132.03
08/11/2021	27906	Black Hills Energy	560.13	Natural Gas for Enterprise	50-46-940	560.13
Total 27906:						692.16
<b>27907</b>						
08/11/2021	27907	Rocky Mountain Power	174.14	300 Wasatch	10-44-941	174.14
08/11/2021	27907	Rocky Mountain Power	4,576.54	Enterprise Electricity	50-46-941	4,576.54
08/11/2021	27907	Rocky Mountain Power	1,676.60	City Electricity	10-44-941	1,676.60
08/11/2021	27907	Rocky Mountain Power	9,326.13	Water Dept Electricity	52-82-976	9,326.13
08/11/2021	27907	Rocky Mountain Power	2.73	6699 Poison Spider	50-46-941	2.73
Total 27907:						15,756.14
<b>27908</b>						
08/11/2021	27908	Hub International Mountain States	50.00	Notary w/Errors and Omissions - Penny Shoemake	10-44-290	50.00
08/11/2021	27908	Hub International Mountain States	50.00	Notary w/Errors and Omissions - Alyssa Hartmann	10-44-290	50.00
Total 27908:						100.00
<b>27909</b>						
08/11/2021	27909	Weston Groundwater Engineering	908.35	Mills well replacement project	10-46-866	908.35
Total 27909:						908.35
<b>27910</b>						
08/11/2021	27910	24 Hour Heating and Air	1,267.88	AC Repair for FD	10-56-982	1,267.88
Total 27910:						1,267.88
<b>27911</b>						
08/12/2021	27911	307 Construction, LLC	4,900.00	Prep and install slide to upstairs at FD	10-45-260	4,900.00
Total 27911:						4,900.00
<b>27912</b>						
08/12/2021	27912	Department of Revenue	5,322.42	2nd QTR 2021 Repayment Tax Repay	12-45-993	5,322.42

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27912:						<u>5,322.42</u>
<b>27913</b>						
08/12/2021	27913	Wilmer Gay III	9.71	Garbage Bags for FD	10-56-982	9.71
08/12/2021	27913	Wilmer Gay III	51.01	Office Supplies for FD	10-56-450	51.01
Total 27913:						<u>60.72</u>
<b>27916</b>						
08/16/2021	27916	Robinson Contracting, Inc.	6,092.06	Demolished and removed mobile home at 4434 Chalm	12-45-260	6,092.06
Total 27916:						<u>6,092.06</u>
<b>27917</b>						
08/17/2021	27917	CHRISTINA PRECILLA WEBER	2.01	Water Deposit Refund for Christina Prescilla Weber	10-10200	2.01
Total 27917:						<u>2.01</u>
<b>27918</b>						
08/17/2021	27918	EILEEN LUND	110.31	Water Deposit Refund for Eileen Lund	10-10200	110.31
Total 27918:						<u>110.31</u>
<b>27919</b>						
08/17/2021	27919	KAREN SHAFER	148.02	Water Deposit Refund for Karen Shafer	10-10200	148.02
Total 27919:						<u>148.02</u>
<b>27920</b>						
08/17/2021	27920	KIYA GUSEMAN & AMBER MEVI	11.78	Water Deposit Refund for Kiya Guseman and Amber M	10-10200	11.78
Total 27920:						<u>11.78</u>
<b>27921</b>						
08/17/2021	27921	QUINCY HUDSON	37.90	Water Deposit Refund for Quincy Hudson	10-10200	37.90
Total 27921:						<u>37.90</u>

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>27922</b>						
08/17/2021	27922	TESSA VOGT	39.83	Water Deposit Refund for Tessa Vogt	10-10200	39.83
Total 27922:						39.83
<b>27923</b>						
08/17/2021	27923	VERNICA MUNDY	52.05	Water Deposit Refund for Vernica Mundy	10-10200	52.05
Total 27923:						52.05
<b>27934</b>						
08/18/2021	27934	Altitude Landscaping & Seamless	3,500.00	Eagle Maintenance	12-45-260	3,500.00
08/18/2021	27934	Altitude Landscaping & Seamless	4,060.00	Mills School Cleanup	12-45-260	4,060.00
08/18/2021	27934	Altitude Landscaping & Seamless	1,500.00	Mills School - Spray and kill weeds	12-45-260	1,500.00
Total 27934:						9,060.00
<b>27935</b>						
08/18/2021	27935	Amazon Capital Services, Inc	97.00	Window Tint Meter	10-54-350	97.00
Total 27935:						97.00
<b>27936</b>						
08/18/2021	27936	Atlas Office Products, Inc	120.50	Index cards, base fasteners, binders, folders	10-54-235	120.50
Total 27936:						120.50
<b>27937</b>						
08/18/2021	27937	Caselle, Inc	2,108.00	Support and Maintenance for September 2021	50-46-725	2,108.00
Total 27937:						2,108.00
<b>27938</b>						
08/18/2021	27938	Casper Star Tribune Inc	228.92	Notice of Liquor Licenses	10-44-620	228.92
08/18/2021	27938	Casper Star Tribune Inc	134.12	Notice of Satellite Liqyor License	10-44-620	134.12
08/18/2021	27938	Casper Star Tribune Inc	123.28	Notice of Sealed bids	10-44-620	123.28
08/18/2021	27938	Casper Star Tribune Inc	118.82	Notice of Bidders	10-44-620	118.82
08/18/2021	27938	Casper Star Tribune Inc	74.56	Notice of Hearing	10-44-620	74.56



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27938:						679.70
<b>27939</b>						
08/18/2021	27939	Casper Tire, Inc	20.00	Lawn Complete Switch	10-70-810	20.00
Total 27939:						20.00
<b>27940</b>						
08/18/2021	27940	City of Casper	213.06	Balefill	54-84-250	213.06
08/18/2021	27940	City of Casper	742.53	Balefill	54-84-250	742.53
08/18/2021	27940	City of Casper	1,199.92	Balefill	54-84-250	1,199.92
08/18/2021	27940	City of Casper	675.75	Balefill	54-84-250	675.75
08/18/2021	27940	City of Casper	349.80	Balefill	54-84-250	349.80
08/18/2021	27940	City of Casper	640.77	Balefill	54-84-250	640.77
08/18/2021	27940	City of Casper	873.97	Balefill	54-84-250	873.97
08/18/2021	27940	City of Casper	559.68	Balefill	54-84-250	559.68
08/18/2021	27940	City of Casper	613.21	Balefill	54-84-250	613.21
08/18/2021	27940	City of Casper	337.08	Balefill	54-84-250	337.08
08/18/2021	27940	City of Casper	614.80	Balefill	54-84-250	614.80
08/18/2021	27940	City of Casper	844.29	Balefill	54-84-250	844.29
Total 27940:						7,864.86
<b>27941</b>						
08/18/2021	27941	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-55-860	275.00
Total 27941:						275.00
<b>27942</b>						
08/18/2021	27942	Computer Professionals Unlimited	88.40	Battery Backup for FD Computer	12-45-390	88.40
08/18/2021	27942	Computer Professionals Unlimited	5,559.00	Sophos Intercept-X = EDR 12MO Endpoint	10-55-855	5,559.00
Total 27942:						5,647.40
<b>27943</b>						
08/18/2021	27943	Construction Exam Center	695.00	Certified Fire Marshal-Fire Codes & Standards Module	10-56-910	695.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 27943:						695.00
<b>27944</b>						
08/18/2021	27944	Geotec Industrial Supply	2,940.00	Wood Mulch and Plantago for the Riverfront	10-45-104	2,940.00
Total 27944:						2,940.00
<b>27945</b>						
08/18/2021	27945	Hilltop National Bank	75.00	HSA Setup fees	10-44-310	75.00
Total 27945:						75.00
<b>27946</b>						
08/18/2021	27946	Homax	824.77	Fule for FD	10-56-370	824.77
08/18/2021	27946	Homax	171.93	Planning and Development fuel	10-57-370	171.93
08/18/2021	27946	Homax	218.14	wTP Fuel	52-82-370	218.14
Total 27946:						1,214.84
<b>27947</b>						
08/18/2021	27947	IGNITE	1,000.00	Library ads	10-44-620	1,000.00
08/18/2021	27947	IGNITE	1,000.00	Fire Department Ads	10-44-620	1,000.00
Total 27947:						2,000.00
<b>27948</b>						
08/18/2021	27948	Imperial Pump Solutions	798.40	Van Horn Lift Station Repair and Maint.	53-83-420	798.40
08/18/2021	27948	Imperial Pump Solutions	798.40	Van Horn Lift Station Repair	53-83-420	798.40
08/18/2021	27948	Imperial Pump Solutions	14,171.38	Van Horn Lift Station Repair	53-83-420	14,171.38
Total 27948:						15,768.18
<b>27949</b>						
08/18/2021	27949	KWYY-FM	500.00	Lemonade Day Ads	10-44-620	500.00
Total 27949:						500.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>27950</b>						
08/18/2021	27950	Mix Mor	4,046.32	Tank Mixer & Shaft Freight	52-82-810	4,046.32
Total 27950:						4,046.32
<b>27951</b>						
08/18/2021	27951	Natrona County Sheriffs Office	10,280.48	House Inmate for July 2021	10-54-415	10,280.48
Total 27951:						10,280.48
<b>27952</b>						
08/18/2021	27952	PageFreezer Software Inc	2,055.00	PageFreezer Public Records Compliance	12-45-870	2,055.00
Total 27952:						2,055.00
<b>27953</b>						
08/18/2021	27953	Peden's Inc.	30.00	Change Town Logos to City	10-57-855	30.00
Total 27953:						30.00
<b>27954</b>						
08/18/2021	27954	Quadient, Inc	218.00	Postage Rental	10-44-226	218.00
Total 27954:						218.00
<b>27955</b>						
08/18/2021	27955	Quick Med Claims	2.00	July 2021 Invoices	12-45-998	2.00
Total 27955:						2.00
<b>27956</b>						
08/18/2021	27956	Ramkota Hotel	98.00	Room for Rob Hundsen for Riverfront Project	12-45-230	98.00
08/18/2021	27956	Ramkota Hotel	98.00	Room for Damian Fernandez for Riverfront Project	12-45-230	98.00
08/18/2021	27956	Ramkota Hotel	98.00	Room for Ryan Sheridan for Riverfront Project	12-45-230	98.00
08/18/2021	27956	Ramkota Hotel	98.00	Room for Matt Avila for Riverfront Project	12-45-230	98.00
Total 27956:						392.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>27957</b>						
08/18/2021	27957	Sundahl, Powers, Kapp & Martin,	5,809.29	City of Mills/CATC	10-44-241	5,809.29
Total 27957:						5,809.29
<b>27958</b>						
08/18/2021	27958	The Emblem Authority	430.00	200 MPD Updated Shoulder Patches	10-54-855	430.00
Total 27958:						430.00
<b>27959</b>						
08/18/2021	27959	Trans Union Risk & Alternative	75.00	Monthly Charge for Backgrounds July 2021	10-54-330	75.00
Total 27959:						75.00
<b>27960</b>						
08/18/2021	27960	Wyoming Financial Insurance, Inc	6,000.00	Annual Consulting Fee July 2021 to June 2022	10-44-861	6,000.00
Total 27960:						6,000.00
<b>27961</b>						
08/18/2021	27961	Wyoming Signs LLC	7,093.00	New City Hall Sign & Logo	12-45-260	7,093.00
Total 27961:						7,093.00
Grand Totals:						248,321.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-10200	401.90	.00	401.90
10-21100	5,700.00	132,376.51-	126,676.51-
10-23800	6,558.21	.00	6,558.21
10-44-228	218.00	.00	218.00
10-44-241	5,809.29	.00	5,809.29
10-44-270	4,451.27	.00	4,451.27

GL Account	Debit	Credit	Proof
10-44-290	100.00	.00	100.00
10-44-310	75.00	.00	75.00
10-44-350	2,114.10	.00	2,114.10
10-44-351	129.90	.00	129.90
10-44-620	8,480.70	.00	8,480.70
10-44-855	57.00	.00	57.00
10-44-856	652.00	.00	652.00
10-44-861	9,575.00	.00	9,575.00
10-44-940	132.03	.00	132.03
10-44-941	1,850.74	.00	1,850.74
10-44-981	680.00	.00	680.00
10-45-104	2,940.00	.00	2,940.00
10-45-260	11,002.60	5,700.00-	5,302.60
10-45-998	2,914.26	.00	2,914.26
10-46-335	13,419.90	.00	13,419.90
10-46-864	173.00	.00	173.00
10-46-866	908.35	.00	908.35
10-46-867	1,470.50	.00	1,470.50
10-46-868	9,910.69	.00	9,910.69
10-46-985	167.22	.00	167.22
10-51-340	500.00	.00	500.00
10-54-235	120.50	.00	120.50
10-54-330	92.62	.00	92.62
10-54-350	97.00	.00	97.00
10-54-415	10,280.48	.00	10,280.48
10-54-855	760.00	.00	760.00
10-54-900	764.00	.00	764.00
10-54-950	871.22	.00	871.22
10-55-855	5,559.00	.00	5,559.00
10-55-860	275.00	.00	275.00
10-56-350	255.00	.00	255.00
10-56-370	824.77	.00	824.77
10-56-425	147.80	.00	147.80
10-56-450	51.01	.00	51.01
10-56-810	750.00	.00	750.00
10-56-910	695.00	.00	695.00
10-56-920	223.73	.00	223.73
10-56-982	1,277.59	.00	1,277.59
10-57-339	8,574.13	.00	8,574.13
10-57-370	171.93	.00	171.93

GL Account	Debit	Credit	Proof
10-57-499	5,375.00	.00	5,375.00
10-57-550	1,770.00	.00	1,770.00
10-57-855	30.00	.00	30.00
10-58-245	7,500.42	.00	7,500.42
10-61-370	383.81	.00	383.81
10-61-950	140.40	.00	140.40
10-64-260	78.08	.00	78.08
10-64-370	193.72	.00	193.72
10-70-370	234.57	.00	234.57
10-70-810	20.00	.00	20.00
10-70-840	168.07	.00	168.07
12-21100	.00	34,111.52-	34,111.52-
12-45-230	392.00	.00	392.00
12-45-260	22,765.37	.00	22,765.37
12-45-390	1,764.40	.00	1,764.40
12-45-800	1,773.00	.00	1,773.00
12-45-870	2,055.00	.00	2,055.00
12-45-880	37.33	.00	37.33
12-45-993	5,322.42	.00	5,322.42
12-45-996	2.00	.00	2.00
50-21100	.00	7,355.75-	7,355.75-
50-46-725	2,108.00	.00	2,108.00
50-46-940	560.13	.00	560.13
50-46-941	4,579.27	.00	4,579.27
50-47-410	108.35	.00	108.35
51-21100	.00	2,784.11-	2,784.11-
51-81-430	2,458.16	.00	2,458.16
51-81-620	66.75	.00	66.75
51-81-840	259.20	.00	259.20
52-21100	.00	15,513.71-	15,513.71-
52-82-370	218.14	.00	218.14
52-82-810	4,616.27	.00	4,616.27
52-82-840	168.17	.00	168.17
52-82-910	1,185.00	.00	1,185.00
52-82-976	9,326.13	.00	9,326.13
53-21100	.00	42,463.71-	42,463.71-
53-83-370	158.00	.00	158.00
53-83-420	16,500.64	.00	16,500.64
53-83-620	25,807.07	.00	25,807.07
54-21100	.00	19,416.41-	19,416.41-

GL Account	Debit	Credit	Proof
54-84-250	14,087.93	.00	14,087.93
54-84-370	2,284.96	.00	2,284.96
54-84-938	2,761.24	.00	2,761.24
54-84-950	282.28	.00	282.28
<b>Grand Totals:</b>	<u>259,721.72</u>	<u>259,721.72-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



### July 2021 Account Balances

Operations Account	\$432,408.23
Water Deposit	\$90,100.00
Ambulance	\$2,105.20
Municipal Court	\$5,276.00
Court Bond	\$30,940.00
Police	\$13,132.14
WFIG Water Reserve	\$164,800.64
WGIF Sewer Reserve	\$96,366.42
WGIF Sanitation Reserve	\$148,303.57
WGIF General Fund Reserve	\$277,079.95
WGIF Reserve	\$32,877.35
WGIF Sewer Tap Reserve	\$104,438.06
WGIF Police Reserve	\$24,913.95
WGIF Parks Reserve	\$671.05
WGIF FD Trust Fund	\$8,732.42
WGIF Radio Read Fund	\$21,039.61
<b>Totals</b>	<b>\$1,505,413.35</b>

\_\_\_\_\_  
Town Treasurer, Alyssa Hartmann

\_\_\_\_\_  
Mayor, Seth Coleman



INVESTMENT ACCOUNT DETAIL

Account	Beginning Balance	Deposits	Interest / Distributions	Disbursements	Ending Balance	Interest Earned FYTD
WGIF Water 7198 (99-10230) Transfer 5% of billing	\$122,074.68	\$42,725.96	\$5.65		\$164,800.64	\$56.30
WGIF Sewer 7199 (99-10240) Transfer 7% of billing	\$96,366.42	\$42,217.80	\$4.93		\$143,584.22	\$42.47
WGIF Sanitation 7200 (99-10250) Transfer 10% of billing	\$127,296.83	\$99,101.74	\$6.30	\$78,095.00	\$148,303.57	\$61.79
WGIF Reserve 7197 (99-10260)	\$32,877.35		\$1.13		\$32,877.35	\$13.70
WGIF General Fund 7207 (99-10270)	\$277,070.44		\$9.51		\$277,079.95	\$305.75
WGIF Parks 7240 (99-10280)	\$671.03		\$0.02		\$671.05	\$0.27
WGIF Police Fund (99-10310)	\$24,913.10		\$0.85		\$24,913.95	\$10.35
WGIF DWSRF #146 Radio Read (99-10300)	\$21,038.89		\$0.72		\$21,039.61	\$8.75
WGIF Fire Dept Trust Fund (99-10290)	\$37,919.56		\$0.75	\$29,187.89	\$8,732.42	\$90.94
WGIF Sewer Tap Fund (99-10320)	\$104,438.06		\$3.58		\$104,441.64	\$69.64
<b>Totals</b>	<b>\$844,666.36</b>	<b>\$184,045.50</b>	<b>\$33.44</b>	<b>\$107,282.89</b>	<b>\$926,444.40</b>	<b>\$659.96</b>

RESERVES REPAY ACCOUNT DETAIL	
Account	Repay Balance
WGIF Gen Fund Reserve	\$277,070.44
WGIF Reserve	\$32,877.35
WGIF Water Reserve	\$164,800.64
WGIF Sewer Reserve	\$96,366.42
WGIF Sanitation Reserve	\$148,303.57
<b>Total Repay Balance</b>	<b>\$719,418.42</b>

TOTAL ACCOUNTS DETAIL	
Account	Balance
Investments Accounts Total	\$926,444.40
Ambulance	\$2,105.20
FIB Sweep Account	\$6,078.58
City Accounts	\$571,856.37
<b>Total Accounts Balance</b>	<b>\$1,506,484.55</b>

City Accounts					
Account	Ending Balance	Interest	Account	Ending Balance	Interest
Jonah Operations Account	\$432,408.23		Jonah Water Deposit Account	\$90,100.00	
Jonah Police Account	\$13,132.14		Jonah Municipal Account	\$5,276.00	
Jonah Court Bond Account	\$30,940.00				



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: August 31<sup>st</sup> , 2021

Payroll Type: Regular/Police Payroll

Date Range: 8-2-2021 to 8-15-2021

NET..... \$75,620.02

DEDUCTIONS.....\$32,833.46

Federal Taxes.....\$9,177.00

Medicare..... \$1,507.19

Retirement ..... \$9484.73

Social Security.....\$6,444.40

Supplemental Retirement..... \$544.25

Supplemental Insurance.....\$925.00

Child Support..... \$600.00

Insurance.....\$4150.89

TOTAL PAYROLL.....\$108,453.48

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City Clerk, Christine Trumbull

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Mayor, Seth Coleman



# CITY OF MILLS

EST. 1921

## PAYROLL

Meeting Date: August 31<sup>st</sup>, 2021

Payroll Type: Fire Payroll

Date Range: 8-3-2021 to 8-14-2021

NET..... \$9,094.60

DEDUCTIONS.....\$3342.46

Federal Taxes.....\$834.00

Medicare..... \$168.80

Retirement ..... \$1,336.37

Union Dues..... \$137.50

Supplemental Insurance.....\$70.62

Insurance.....\$795.17

TOTAL PAYROLL.....\$12,437.06

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City Clerk, Christine Trumbull

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Mayor, Seth Coleman

**TITLE 3 - REVENUE AND FINANCE**

Chapters:

- 3.04 City Budget
- 3.08 Financial Management
- 3.16 Debt Financing
- 3.20 Improvement Districts
- 3.24 Sale of City Property

**CHAPTER 3.04**  
**CITY BUDGET**

**3.04.010 - Fiscal year—Appropriations.**

The fiscal year of the City shall commence on the first day of July in each year and end on the thirtieth (30th) day of June. The governing body, within the last quarter of each fiscal year, shall pass an annual budget ordinance for the next fiscal year in which it may appropriate an amount of money necessary to defray all expenses and liabilities of the City. The ordinance shall specify the objects and purposes for which the appropriations are made and the amount appropriated for each object or purpose according to the chart of accounts provided by the State Auditor.

**3.04.020 - Designation of budget officer.**

The City Treasurer is designated as budget officer for the City and shall be responsible for preparing the proposed annual budget.

**3.04.030 - Departments to furnish estimates.**

The principal officer of every department, agency, institution and activity of the City shall, not later than May 1st of every year, furnish in writing to the City Treasurer a detailed schedule of estimated requirements for meeting proposed expenditures for the ensuing fiscal year.

**3.04.040 - Contents of the budget—Generally.**

The budget shall present a complete financial plan for the fiscal year to which it applies. It shall set forth all proposed expenditures for the administration, operations, and maintenance of all offices, departments, activities, funds, and institutions of the City; all interest and debt redemption charges during the current year; expenditures for capital projects to be undertaken or executed during the current year; including expenditures for local improvements which may be paid for in whole or in part by special assessments or charges. In addition thereto, the budget shall set forth the balance on hand in all funds, together with the amount of taxes to be levied to finance the budget.

**3.04.050 - Budget format.**

The annual budget ordinance shall include all revenues and expenses of all funds of the City. The nature and content of the budget shall be as follows:

- (a) Actual revenues and expenditures in the last completed fiscal year;
- (b) Estimated total revenues and expenditures for the current fiscal year;
- (c) The estimated available revenues and expenditures for the ensuing budget year;
- (d) A budget message containing an outline of the proposed financial policies for the budget year. The budget message shall also state the reasons for changes from the previous year in appropriation and revenue items and explain any major changes in financial policy;
- (e) A statement of the bonded indebtedness of the City, if any, showing the debt redemption requirements, and debt authorized and unissued;
- (f) The budget ordinance shall be styled "FY\_\_ Budget" and shall specify the amount of property taxes necessary to meet the general expenses to the City for the ensuing fiscal year, and the City council shall also appropriate in such ordinance such sums of money as may be deemed necessary to defray the current expenses and liabilities of the City for such year.

**3.04.060 - Submittal of budget.**

The City Treasurer shall, on or before May 15th, prepare a tentative budget for each fund and file the budget with the governing body.

**3.04.070 - Retained earnings—Accumulation and expenditures.**

- (a) The City may accumulate retained earnings in any enterprise or intragovernmental fund or accumulate a fund surplus in any other fund. With respect to the general fund, the accumulated fund balance may be used to meet any legal obligation of the municipality or to:
  - (i) Provide cash to finance expenditures from the beginning of the budget year until general property taxes and other revenues are collected;
  - (ii) Provide a reserve to meet emergency expenditures.
- (b) The City may appropriate funds from estimated revenue in any budget year to a reserve for capital improvements and for depreciation within any capital improvements fund which has been duly established by ordinance. Money in the reserves may be allowed to accumulate from year to year until the accumulated total is sufficient to permit expenditure for the specified purpose. Disbursements from reserves shall be made only by transfer to a revenue account within a capital improvements fund pursuant to an appropriation for the fund.
- (c) Expenditures from capital improvement budget accounts shall conform to all requirements of this chapter as it relates to the execution and control of budgets.

**3.04.080 - Public hearing—Notice.**

(a) A summary of the tentative budget which is proposed for adoption shall be entered into the minutes and the governing body shall provide public notice in accordance with the provisions set out for the same elsewhere in this code for at least one (1) week before the hearing date.

(b) The budget hearing shall be held not prior to the second Tuesday in June nor later than the third Tuesday in June. Copies of publications of hearings shall be furnished to the Director of the State Department of Audit.

**3.04.090 - Expenditure limitation.**

(a) No officer or employee of the City shall make any expenditure or encumbrance in excess of the total appropriation for any department.

(b) The governing body shall not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue of the fund for the budget year.

**3.04.100 - Adoption of final budget.**

Within twenty-four (24) hours of the conclusion of the budget hearing the governing body shall, by ordinance, make the necessary appropriations and adopt the budget, which, subject to future amendment, shall be in effect for the next fiscal year. A copy of the budget, certified by the budget officer, shall be furnished to the **county commissioners?** for the necessary property tax levies. Certified copies of the adopted budget shall be on file in the office of the budget officer for public inspection.

**3.04.110 - Transfer of unexpended appropriation balance.**

At the request of the budget officer or upon its own motion after publication of notice, the governing body may by **ordinance** transfer any unencumbered or unexpended appropriation balance or part thereof from one fund or department to another. **Blanket Resolution for transfers to Reserve Accounts (?)**

**3.04.120 - Budget appropriation increase—General fund.**

The budget of the general fund may be increased by resolution of the governing body. The source of the revenue shall be shown whether unappropriated surplus, unanticipated, donations, etc.

**3.04.130 - Emergency expenditures.**

If the governing body determines an emergency exists and the expenditure of money in excess of the general fund budget is necessary, it may make the expenditures from revenues available as reasonably necessary to meet the emergency.

**3.04.140 - Appropriations lapse—Claims.**

All appropriations excluding appropriations for capital projects shall lapse following the close of the budget year to the extent they are not expended or encumbered. All claims incurred prior to the close of any fiscal year shall be treated as if properly encumbered.

**3.04.150 - Special fund—Transfer.**

If the necessity to maintain any special revenue or assessment fund ceases and there is a balance in the fund, the governing body shall authorize the transfer of the balance of the fund balance account to the general fund.

**3.04.160 - Financial statements.**

(a) The budget officer shall present to the governing body the statement and reports provided by subsection B of this section.

(b) Appropriate interim financial statements and reports of financial position, operating results and other pertinent information may be prepared to facilitate management control of financial operations and, where necessary or desired, for external reporting purposes as required by the governing body.

(c) All financial statements made pursuant to this section shall be open for public inspection during regular business hours.

**CHAPTER 3.08  
FINANCIAL MANAGEMENT**

**3.08.010 - Disbursements—Approval—Form of warrants.**

(a) Except as otherwise provided, all disbursements shall be made by vouchers signed by the City Clerk or the city treasurer under the direction of the city administrator and countersigned by the mayor or his designee, and no vouchers may be drawn in payment of a claim until the claim certified by the city administrator has been allowed by the governing body. Every warrant shall specify its purpose, the fund against which it is drawn, and shall be made payable to the order of the person in whose favor it is drawn. Any warrant contrary to this section is void and any officer or employee drawing such a warrant is personally responsible for the amount of any payment made on it.

(b) When any vouchers is paid, it shall be immediately cancelled and filed in the office of the city treasurer. The orders drawn upon each fund shall be kept separate. The governing body shall provide for the examination during each annual audit of all cancelled vouchers, bonds, and other obligations in the hands of the city administrator.

**3.08.020 - Signing of checks.**

Every check drawn upon a city depository in payment of a vouchers shall be signed by the city administrator or city clerk under direction of the city administrator and countersigned by the mayor and state clearly thereon the purpose for which it is drawn.

**3.08.030 - Funds to be maintained.**

(a) The following funds shall be maintained in the treasury, and the governing body shall determine the amount of annual tax to be levied for their support:

- i. General Fund. Accounts for all financial resources except those required to be accounted for in another fund;
- ii. Debt Services Funds. Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest;
- iii. Capital Projects Fund. Accounts for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, special assessment funds and trust funds);
- iv. Special Assessment Funds. Accounts for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied;
- v. Enterprise Fund. Accounts for operations that are financed and operated in manner similar to private business enterprises; or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other expenses;
- vi. Trust and Agency Funds. Accounts for assets held by the City in a trustee capacity or an agent for individuals, private organizations, other governmental units and/or other funds;
- vii. General Fixed Assets. All fixed assets of the City except those accounted for in proprietary funds or trust funds. These financial resources are not available for expenditure;
- viii. General Long-term Debt. Records all un-matured principle of the City's general long-term debt, except those accounted for in proprietary funds, special assessment funds or trust funds;
- ix. Special Revenue Fund. Records receipt and disbursement of funds from various special revenue sources.

(b) The governing body may, from time to time, create additional funds as deemed necessary and as recommended by the City treasurer in order to meet the governmental accounting, auditing and financial reporting standards.

**3.08.040 - Presentation of claims.**

All claims and demands against the City shall be presented to the governing body in writing, with a full account of the items, and verified by the oath of the claimant or his agent, showing that the claim is correct, reasonable and just. No claim or demand may be audited or allowed unless presented and verified as provided in this section.

3.08.050 - Treasurer's accounts.



The treasurer of the City shall keep his accounts so as to show when and from what sources all moneys paid to him have been derived, and to whom and when such moneys or any part thereof have been paid out. His books, accounts, and vouchers are at all times subject to examination by the governing body or any elector of the City.

**3.08.060 - Designation and use of depositories.**

(a) The governing body shall biennially designate a bank, banks or financial institution to be depositories of the moneys of the City and enter into contracts with such banks. Every entity so designated shall give a surety bond to secure the safekeeping and prompt payment of deposits.

(b) Any such depository may, instead of such bond, furnish, as security for such deposit, collateral security of the same type and nature as are described in Wyoming Statutes 1977, as amended, Section 9-4-805. The securities are to be accompanied by a written assignment vesting the legal title thereto in the City making such deposits, as collateral security that such depository shall and will safely keep and pay over to the City treasurer, on his check, order or demand, all money which may come in the possession of such depository, together with all interest accruing thereon as provided in this chapter.

(c) Such depositories, within thirty (30) days following such designation, shall furnish to the City council a certified copy of the resolution accepting such designation adopted by its board of directors, the resolution to be in substantial compliance with the form of resolution set forth in Wyoming Statutes 1977, as amended, Section 9-4-806.

**3.08.070 - Audits required.**

(a) The governing body shall cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the City for each fiscal year.

(b) The governing body shall make available all documents and records required to perform the audit upon request of the independent auditor.

(c) The audits shall be conducted by independent auditors in accordance with generally accepted auditing standards as promulgated by the AICPA in their guidelines for audits for state and local government units. The audits shall be financial and legal compliance audits.

(d) The audits shall be completed not more than six (6) months after the end of the fiscal year being audited.

**3.08.080 - Contents of audits.**

(a) Audit reports shall conform to generally accepted accounting principles.

(b) Copies of the audit reports shall be filed with and preserved by the county clerk and shall be open to inspection by any interested person. Copies of all audits shall also be filed with the State Auditor.

**CHAPTER 3.16  
DEBT FINANCING**

**3.16.010 - Borrowing and issuance of bonds—Generally.**

(a) The City may borrow money and issue bonds in either coupon or registered form to any amount not exceeding the limitation provided in Wyoming Statute 15-7-109 for public improvement purposes enumerated in Wyoming Statute 15-7-101. The amount of bonds may be any multiple of one hundred dollars (\$100.00) as provided in the ordinance authorizing their issuance, and shall bear interest payable annually or semiannually at a rate, at a place and in the manner as the ordinance provides. The bonds may be redeemable before maturity at a time or times and in a manner as the governing body may determine, and payable in not more than thirty (30) years, after the date of their issuance, or payable serially at times in regular numerical order at annual or other designated intervals in any amounts designated and fixed by the governing body. However, bonds issued by the City to establish, construct, purchase or extend a system of sewerage may mature and be payable at any time not more than forty (40) years from their date or the estimated life of the improvement whichever is shorter.

(b) No bonds may be issued for the purposes provided in Wyoming Statute 15-7-101 until the proposition to issue them has been submitted to, and approved by, the qualified electors of the City at a regular or special election which shall be called, conducted, canvassed and returned in the manner provided for municipal bond elections by the general election laws of Wyoming.

**3.16.020 - Bonds for recreational facilities.**

The City may borrow money and issue coupon bonds in any amount, which together with the municipal indebtedness, but not including sewerage, water supply and school bonds, do not exceed four (4) percent of the assessed valuation of the City, to acquire, lease, purchase, equip, construct, develop, improve, or enlarge public recreational facilities. The bonds shall be in the denomination of one hundred dollars (\$100.00) or multiples thereof, and bear interest semiannually at a rate, at a place and in the manner the governing body provides. The bonds shall be in a serial form with last maturity not more than twenty (20) years after the date of issue and are redeemable at the option of the City at a time to be designated by the governing body.

**3.16.030 - Bonds for fire prevention.**

The City may borrow money and issue the coupon bonds in any amount not exceeding, at one (1) time, two percent (2%) of the assessed valuation of the City, to acquire and purchase supplies, equipment and apparatus for fire prevention and control and to erect, construct or purchase buildings for housing its fire extinguishing equipment and for the use of its fire department in the transaction of its official business. The bonds shall bear interest, payable semiannually, and be of the denomination and payable at a rate, at a place and in the manner the governing body provides. The bonds shall be redeemable after ten (10) years and payable in not more than thirty (30) years after the time they are issued or payable serially.

**3.16.040 - Certificate of endorsement—Registration book.**

(a) The City clerk shall endorse a certificate upon every bond or evidence of debt issued, stating that it is within the lawful debt limit of the city or City and is issued according to law. He shall sign the certificate in his official character.

(b) The City treasurer shall keep a book in which shall be registered all bonds issued, showing the number of the bond, the date of issue, to whom issued, the amount, date of redemption and payment of interest. The book shall be open to all persons for examination during business hours.

**3.16.050 - Notice for bids—Exception.**

(a) After any bonds to be issued for any of the purposes set forth in this chapter, other than special improvement bonds, have been approved by a vote of the people, the governing body shall give notice by advertisement for three (3) consecutive weeks in a newspaper published in the City, and in any newspaper published in other places as may be deemed expedient. The notice shall state that the City will receive bids for the sale of the bonds and shall give the time and place where bids will be received and opened. No bonds may be sold for less than their par value.

(b) Bonds issued by the City to establish, construct, purchase, or extend a system of sewerage may be sold to the state of Wyoming or the United States of America at a private sale, without advertisement, for not less than par and accrued interest.

**3.16.060 - Sinking fund—Redemption of bonds. (?)**

A tax to be fixed by ordinance shall be levied each year to pay the interest on the bonds and to create a sinking fund for their redemption. The money that may be on hand at any time belonging to the sinking fund, until there are bonds redeemable, may be loaned or invested by the governing body in any public securities of the state, any subdivision thereof, or of the United States, and the interest that accrues shall be added to the sinking fund. Whenever, at any time after ten (10) years from the issue of the bonds, the sum in the sinking fund equals or exceeds five hundred dollars (\$500.00) and from time to time thereafter when it accrues, the City treasurer shall publish a notice in a newspaper in the City that he will, thirty (30) days from the date of the notice, redeem the amount of bonds then payable, giving their number and giving preference to the oldest issue. If at the expiration of thirty (30) days when the holder of those bonds fails to present them for payment, the interest on them shall cease, but the treasurer shall be ready to redeem them on presentation. A copy of the notice shall be sent to the bank designated as the place of payment of the interest on the bonds.

**3.16.070 - Cancellation of bonds.**

The City treasurer shall, as soon as the coupons of bonds are paid, cause the word "paid" to be cut into them, and when the bonds are paid cause the word "paid" to be cut in the body of the bond.

**3.16.080 - Payment of bonds and certificates of indebtedness. (?)**

Principal and interest upon bonds and certificates of indebtedness, when due, may be paid by the city **Treasurer** out of the proper funds, upon presentation and surrender to the city **Treasurer** of the bond, certificate, or interest coupon. When paid, they shall be cancelled immediately and filed in the office of the city **Clerk** in the same manner as **vouchers**. The payments shall be made by **vouchers** and conforming to the requirements of Section 3.08.010.

**3.16.090 - Limitation of indebtedness—Exception.**

No debt in excess of the taxes for the current year may be created by the City, except local improvements as provided by law, unless the proposition to create the debt is submitted to the vote of the people, and approved by them. The City may not create any indebtedness exceeding four percent (4%) of the assessed valuation of the taxable property except an additional amount not exceeding four percent (4%) of the assessed valuation of the property to build and construct sewerage systems. For the construction, establishing and maintaining of waterworks and supplying water for the use of the City and its inhabitants, the limitation does not apply.

**3.16.100 - Custody of funds.**

The City treasurer is the custodian of all moneys arising from the sale of bonds issued pursuant to this chapter. He shall give any additional bond or bonds as the governing body requires for the safekeeping and disbursing of all such funds as required by the governing body.

**CHAPTER 3.20  
IMPROVEMENT DISTRICTS**

**3.20.010 - Powers of City.**

The City may provide for the making and maintenance of local improvements and levy and collect special assessments on the property specially benefited to pay all or part of the cost of the improvement, as provided in Wyoming Statutes 1977, as amended, Section 15-6-101 et seq. This includes, but is not limited to, the making of local improvements, establishing and changing grades, and levy and collection of assessments, and the authorization and issuance of bonds. No board, agency, bureau or official other than the governing body of the municipality may fix, prescribe, modify, supervise or regulate the levy or collection of special assessments or taxes authorized by state statute, except as expressly provided or necessarily implied, nor supervise or regulate the establishment or modification of grades and the acquisition of any improvement authorized.

**3.20.020 - Proceedings—Ordinance or resolution required.**

- (a) When the City makes local improvements or establishes or alters the grade of any street at the cost and expense, in whole or in part, of property specially benefited thereby, the proceedings shall be as provided in Wyoming Statutes 1977, as amended, Section 15-6-201 et seq.
- (b) Any such improvement may be ordered only by ordinance or resolution of the governing body.

**3.20.030 - Items of cost to be assessed.**

When any authorized local improvement is ordered, the following shall be included in the cost and expense thereof to be assessed against the property specially benefited and included in the district created to pay all or any part thereof: the cost of that portion of the improvement included within the limits of any street intersection space or spaces; the estimated cost and expense of inspection, tests, materials or work and of all engineering and surveying necessary for the improvement done under the direction of the City engineer; ascertaining the ownership of the lots or parcels of land included in the assessment district; advertising, mailing and publishing of all notices; and all accounting and clerical labor, books and blanks expended or used by the City in connection with the improvements.

**3.20.040 - Property to be included in assessment district.**

- (a) The assessment district shall include all the property benefited by the improvement or improvements, as determined by the governing body, including municipal and other public property, except that of the United States government or any agency, instrumentality or corporation thereof, in the absence of the consent of Congress.
- (b) Assessments shall be computed using one of the methods set forth in Wyoming Statutes 1977, as amended, Section 15-6-404.

**3.20.050 - Assessment roll to be filed.**

When an assessment roll for local improvements has been prepared, it shall be filed with the City clerk, who shall certify it and transmit the roll to the City treasurer for collection, following confirmation thereof as set forth in Wyoming Statutes 1977, as amended, Section 15-6-405.

**3.20.060 - Assessment lien.**

The charge on the respective lots, tracts, parcels of land and other property, for the purpose of special assessments, to pay the cost and expense, in whole or in part of any improvement authorized by the governing body, shall be a lien upon the property assessed from the time the assessment roll is placed in the hands of the officer authorized by law to collect the assessment. The lien shall be paramount and superior to any other lien or encumbrance whatsoever, created before or after except a lien for assessments for general taxes.

**3.20.070 - Time of payment—Interest—Penalty.**

The City shall, in the ordinance confirming the assessment roll, prescribe the time within which the assessment, or installments thereof, shall be paid, and shall provide for the payment and collection of interest thereon, at a rate established by ordinance. Assessments or installments thereof, when delinquent, in addition to interest, shall bear a penalty of not more than five (5) percent as prescribed by ordinance. Interest and penalty shall be included in, and made a part of, the assessment lien.

**3.20.080 - Sale of property for delinquency.**

If an assessment or any installment thereof is delinquent, the property subject to the delinquent assessment shall be sold by the City for the amount of the delinquent assessment or installment, together with penalty and interest accruing to date of sale, the cost of the sale, the cost of execution and delivery by the City treasurer of certificates of sale to the purchaser, and the cost of execution by the City treasurer of an assessment deed to the person entitled.

**3.20.090 - Notice of sale.**

The City treasurer shall give notice of any sale pursuant to Wyoming Statutes 1977, Section 15-6-410 in accordance with the ordinances generally regarding providing public notice once a week for three (3) successive weeks. Such notice shall contain a list of all property upon which such assessments are delinquent with the amount of the assessments, interest, penalties, and costs to date of sale, including the cost of advertising such sale, together with the names of the owners of such property, or the words "unknown owners," as the same may appear on the assessment roll, and shall specify the time and place of such sale, and shall state that the property therein described will be sold to satisfy the assessments, interest, penalties and costs due on the same.

**3.20.100 - Time and place of sale.**

All sales pursuant to Section 3.20.080 shall be made between the hours of ten (10:00) a.m. and four (4:00) p.m. and shall take place at the front door of the City Hall. Such sale shall be continued from day to day omitting Sundays and legal holidays, until all the property described in the assessment roll, on which any such assessment or installment is delinquent and unpaid, is sold. All such sales shall be public, and each lot, tract or parcel of land or other property shall be sold separately and in the order in which the same appears upon the assessment roll, commencing at the beginning thereof.

**3.20.110 - Method of sale—Procedure for advertising.**

All lots, tracts and parcels of land and other property sold for delinquent and unpaid local assessments shall be sold to the first person at such sale offering to pay the amount due on each such lot, tract, or parcel of land or other property. If there is no bidder for any lot, tract or parcel of land or other property, for a sum sufficient to pay the delinquent and unpaid assessments thereon or installment thereof with interest, penalty and costs, the City treasurer shall strike the same off to the City for the whole amount which he is required to collect for such sale. If any bidder to

whom any property is stricken off at such sale does not pay the assessment, interest, penalty and costs before ten (10:00) a.m. of the day following such sale, such property shall then be resold or, if the assessment sale is closed, be deemed to have been sold to the City and a certificate of such sale shall be issued to the City therefor.

**3.20.120 - City treasurer to return records to City clerk.**

Within fifteen (15) days after the completion of the sale pursuant to Section 3.20.080 of all property described in the assessment roll and authorized to be sold, the City treasurer shall return to the City clerk a statement indicating his action thereon, and showing all of the property sold by him, to whom and the sum paid therefor.

**3.20.130 - Certificates for property sold—Recording.**

After receiving the amount of the assessment, penalty, interest, costs and charges from the sale pursuant to Section 3.20.080, the City treasurer shall make out a certificate dated on the day of sale, stating, when known, the name of the owner as given on the assessment roll, a description of the land or other property sold, the amount paid therefor, the name of the purchaser, that it was sold for the assessments, giving the names of the streets or other brief designation of the improvements for which the assessment was made, and specifying that the purchaser will be entitled to a deed two (2) years from the date of sale, unless redemption thereof is made. Such certificate shall be signed by the treasurer and shall be delivered to the purchaser, and shall be by such purchaser recorded in the county clerk's office, in the county in which the lands or other property is situated within three (3) months from the date thereof. If not recorded within such time, the lien thereof shall be postponed to claims of subsequent purchasers and encumbrancers for value and in good faith who become such while the same is unrecorded.

**3.20.140 - City clerk to be custodian of certificates sold to City.**

The City clerk shall be the custodian of all certificates for property sold in the City, and shall at any time within two (2) years from the date of such certificate and before redemption of the property therein described, sell and transfer any such certificate to any person who presents to him the receipt, evidencing payment of the amount for which the property described was stricken off to the City, with interest subsequently accrued to date of such payment. The City clerk may, if so authorized by the governing body, sell and transfer any such certificates in a similar manner after the expiration of two (2) years from the date of the certificate.

**3.20.150 - Local improvement funds.**

All money collected by the City treasurer upon any assessments levied under and by virtue of Wyoming Statutes 1977, Section 15-6-101 et seq., shall be kept in a separate fund to be known as "Local Improvement Fund, District No. \_\_\_\_\_," or by any other appropriate designation approved by the governing body.

**3.20.160 - Record of payment or redemption.**

When the amount of any assessment, with interest, penalty, costs and charges accrued thereon, is paid to the treasurer before the sale of property, he shall mark it paid, with the date of payment on the assessment roll. When any property sold for any assessments is redeemed the treasurer shall enter it as such with the date of redemption on the roll. Such records shall be made on the margin of the roll opposite the description of the property.

**3.20.170 - Liability of City treasurer for proceeds from sale of property.**

If the City treasurer receives any money for assessments, giving a receipt therefor, for any property and afterward returns the same as unpaid, or receives the same after making the return, and the property is sold for assessment which has been paid and receipted by himself, his clerk, assistant or deputy, he and his bond are liable to the holder of the certificate given to the purchaser at the sale for the face amount of the certificate and legal interest which shall be demanded within two (2) years from the date of sale and recovered in any court of competent jurisdiction. The City shall in no case be liable to the holder of such certificate.

**3.20.180 - Property bid in by City.**

If any property is bid in or stricken off to the City under any proceeding of this chapter, such property shall be held in trust by the City for the fund of the improvement district for which the assessment was levied, to the extent of the assessment or installment for which the property was sold, with penalty, accrued interest and interest on such installment, to time of the next call for bonds or warrants; provided, that the City may, at any time after receiving a deed, pay into such fund the amount of the delinquent assessment for which such property was sold and all accrued interest and interest to the time of the next call for bonds or warrants issued against such assessment fund, at the rate provided thereon, and thereupon shall take and hold such property discharged of such trust.

**3.20.190 - When owner allowed to redeem sold property.**

Any property sold as provided in this chapter shall be subject to redemption by the former owner or his grantee, mortgagee, heir or other representative at any time within two (2) years from the date of the sale upon making the payments required and in the manner provided in Wyoming Statutes 1977, as amended, Section 15-6-418.

**3.20.200 - Sale of property held in trust.**

(a) The City, at any time after the period of redemption pursuant to Section 3.20.190 has expired and the deeds issued to the City, by virtue of any proceedings under this chapter, may sell any such property at public auction to the highest bidder for cash. No bid shall be accepted for any amount less than the amount set forth in the deed, plus accrued interest to date of sale, computed on the assessment for which the property was sold from the date of the execution of the deed, and all delinquent assessments and taxes against the property, with accrued interest, penalties, costs and other charges. The City shall pay into the fund for which the property was held



in trust an amount necessary to fully cancel the assessment for which the property was sold, together with all interest thereon.

(b) Any such sale shall be conducted only after giving notice, describing the property and stating that the City treasurer shall sell the same on the day specified at the front door of the City Hall, between the hours of ten (10:00) a.m. and four (4:00) p.m. and continue the sale from day to day or withdraw the property from sale after the first day if the treasurer deems that the interests of the City so require. The notice shall be published at least five (5) times in the official daily newspaper of the City or at least two (2) times in the official weekly newspaper of the City. At least fifteen (15) days shall elapse between the date of last publication of such notice and the day the property is sold.

**Chapter 3.24**  
**SALE OF CITY PROPERTY**

**3.24.010 - General procedures.**

Before the sale of any property of the City of the value of five hundred dollars (\$500.00) or more, notice of the intended sale, describing the property and the terms of the sale, shall be provided in accordance with the provisions of the City Code concerning public notice for at least once each week for four (4) consecutive week, calling for sealed bids for purchase of the property. The property shall be sold to the highest responsible bidder, unless the governing body of the City shall reject all bids. The responsibility of the bidders shall be determined by the governing body of the City. Notwithstanding the provisions of this section, the City, upon terms determined by the governing body, without advertising such sale or calling for bids, may sell any property to the state for the use of any agency or instrumentality thereof, or to any agency or instrumentality of the state authorized to hold property in its own name, or to any political subdivision of the state.

**ORDINANCE NO. 770**

**AN ORDINANCE ANNEXING LANDS LOCATED IN AND BEING PORTIONS OF SECTIONS 2 AND 3, CITYSHIP 33 NORTH, RANGE 80 WEST, AND PORTIONS OF SECTIONS 34 AND 35, CITYSHIP 34 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING**

**WHEREAS** a proceeding for annexation of lands located in and being portions of Sections 34 and 35, City ship 34 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming, known as the Zero Road Industrial Annexation, was initiated by a petition of the Mills City Council under the provisions of Wyoming Statutes § 15-1-404, filed with the Clerk of the City of Mills of the area sought to be annexed; and

**WHEREAS** the City Council of the City of Mills adopted Resolution 2021-27 certifying compliance of the petition with the statutory requirements, following which it established 24<sup>th</sup> of August 2021 at a meeting starting at 7:0m p.m. at the Mills City Hall, as the date for the public hearing with the Council on the petition to annex Mills Extension Annexation; and

**WHEREAS**, the City gave notice of the hearing by publication in a newspaper of general circulation in the territory sought to be annexed, which was published in the Casper-Star Tribune on July 18<sup>th</sup>, 2021 and July 25<sup>th</sup>, 2021 and mailed certified notices of the Annexation Report and public hearing notice to utility providers and all property owners at the address used to mail county tax notices, all of which is shown in the records of the City Clerk concerning the annexation of said property per Wyoming Statutes § 15-1-404; and

**WHEREAS**, the City of Mills Planning and Zoning Board reviewed the Annexation Plat of the Zero Road Industrial Annexation on 5 August 2021 and forwarded a “Do Pass” recommendation to the City Council approving the plat; and

**WHEREAS**, after the scheduled hearings the following findings were and are hereby made by the governing body of the City of Mills, Wyoming:

- A. The annexation appears to be beneficial for the health, safety and welfare of the City and others residing in the area;
- B. The area to be annexed would constitute a natural, geographical, economic and social part of the City;
- C. The development of the area sought to be annexed would constitute a natural geographical, economical, and social part of the City of Mills;
- D. The land to be annexed is a logical and feasible addition to the City and its extension of basic services and City services can be furnished to the area;
- E. The area sought to be annexed is contiguous with or adjacent to the City;
- F. The proposed annexation complies with Wyoming Statute 15-1-401, 402 and 15-1-404 through 15-1-410, and the required procedures have been met;
- G. Upon Annexation, all properties will be assigned zoning based on the Mills Comprehensive Plan of 2017 with approved adjustments by the City Council to the under the Mills Zoning Ordinance.

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

**SECTION 1:**

A certain tract of land, " Zero Road Industrial Annexation," more particularly described as Exhibit "A" attached hereto and by this reference made a part hereof, be and the same is annexed to and included within the boundaries of the City of Mills, Natrona County, Wyoming.

**SECTION 2:**

Areas herein annexed and hereinbefore described shall be known as stated in the dedication of the annexation plat.

**SECTION 3:**

A plat showing the boundaries of said annexation tract has been submitted to and is approved by the City Council of the City of Mills and the dedications described therein are accepted. The Mayor and City Clerk are authorized to sign, attest, and affix the seal of the City of Mills on said plat and said plat shall be filed for record in the office of the County Clerk, and ex-officio Registrar of Deeds in Natrona County, Wyoming.

**SECTION 4:**

The annexation of said tract of land to the City of Mills shall become effective upon passage of this Ordinance.

**SECTION 5:**

The City of Mills hereby assigns Zoning Districts for the annexed properties as determined in the Zero Road Industrial Annexation - Exhibit "B" attached hereto as described in Mills' Zoning Ordinance 763. The Mills Official Zoning Map shall be updated to include the new boundaries and zoning district designations upon final approval and recordation of Ordinance 770.

**PASSED ON FIRST READING the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

**PASSED ON SECOND READING the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

**PASSED, APPROVED, AND ADOPTED ON THIRD AND  
FINAL READING the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

**CITY OF MILLS, WYOMING**

By: \_\_\_\_\_

Seth Coleman, Mayor

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

\_\_\_\_\_  
Councilman Darla R. Ives

\_\_\_\_\_  
Councilman James Hollander

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

ATTESTED BY: \_\_\_\_\_

Christine Trumbull, City Clerk

To Whom It May Concern:

This letter is a request for The Bayou to have a one-day catering permit for a wedding we have been asked to be the bar at. It is going to be held on Sept, 4<sup>th</sup> 2021 at 7151 Trevitt Lane Casper, WY 82604. 4pm. This is a private event; our bar will set up on the patio of the address listed above. Our time frame is 2-10pm, which includes time for set up and take down.

If you have any questions, please contact Rachael at (307) 349-8144. Thank you for your time and consideration.

Sincerely,

The Bayou  
Josh Carson



**CITY OF MILLS**  
EST. 1921

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

Permit # \_\_\_\_\_

Item # 11.

Fee \$ \_\_\_\_\_

## Catering Permit Application

Permit Fees Are Nonrefundable

### ESTABLISHMENT APPLYING FOR PERMIT

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

APPLICANT INFORMATION			
APPLICANT: Bayou Liquors			
CONTACT PERSON: Rachael			
ADDRESS: 301 Platte			
CITY: Mills		STATE: WY	
TELEPHONE: 307 349 8144			CELL:

EVENT INFORMATION			
EVENT NAME: Bayou Wedding			
TYPE OF EVENT: <input checked="" type="checkbox"/> WEDDING <input type="checkbox"/> REUNION <input type="checkbox"/> ART SHOW <input type="checkbox"/> PRIVATE COMPANY PARTY			
(Select One) <input type="checkbox"/> CONCERT <input type="checkbox"/> FUND RAISER <input type="checkbox"/> OTHER _____			
EVENT DATE: Sept 4 2021		EVENT TIME: 3pm	
EVENT ADDRESS: 7151 Trevi# Lane Casper WY 82604			
OUTSIDE EVENT: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		STREET EVENT: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
STREET CLOSURE NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			

FEES	
CITY OF MILLS CATERING PERMIT: \$25.00 A DAY	NUMBER OF DAYS PERMITTED: _____
CITY OF MILLS CATERING PERMIT FEES ARE NON-REFUNDABLE:	TOTAL: _____
APPLICANTS SIGNATURE:	DATE: 8/10/21

CITY OFFICIALS	
POLICE CHIEF:	DATE:
FIRE CHIEF:	DATE:
APPROVAL SIGNATURE:	APPROVAL DATE:

CITY OF MILLS  
PO BOX 789  
704 FOURTH STREET  
MILLS WY 82644 307-234-6679

Receipt No: 1.030820 Aug 11, 2021

BAYOU

Previous Balance: .00  
Permits  
Alcohol Permit 25.00  
10-36-100  
Miscellaneous Revenue

Total: 25.00

Check - Jonah Operating  
Check No: 2004 25.00  
Payor:  
BAYOU

Total Applied: 25.00

Change Tendered: .00

Duplicate Copy  
08/11/2021 1:32 PM