

SECTION FOUR -- TOWN CLERK, APPOINTMENT, QUALIFICATION, DUTIES,
TERM OF OFFICE, REMOVAL FROM OFFICE, REMUNERATION.

22-1421
SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, DUTIES, TERM OF OFFICE,
RENUMERATION

That the Town Clerk of the town of Mills shall be appointed as provided in Section One of this Ordinance and unless removed from Office, shall hold Office for the period of time provided in the same Section; that he shall qualify for his Office as set forth in Subsection 2 of the same Section, in addition to which, unless he has previously been appointed as a Notary Public and is in possession of an unexpired commission to such Office, he shall within a reasonable time not in any case exceeding sixty days, apply for appointment as a Notary Public and shall qualify for such Office as required by law and shall continue in such capacity for so long as he shall hold Office as Town Clerk of the town of Mills; and any loss or relinquishment of his commission, or failure to qualify therefor, as Notary Public, shall disqualify any person for the Office of Town Clerk unless the Town Council shall by vote decide to continue such person in Office. Provided that all expenses incidental to acquiring and holding such commission and functioning thereunder shall be paid by the town of Mills and that no fee for the administering of any oath or acknowledgment of any written agreement, shall be charged against the said Town by any such Notary Public. That the duties of the Town Clerk of the town of Mills shall be as set forth in this and other Ordinances of the Town; and that his salary shall be sixty (\$60.00) dollars per annum, to be paid out of the general fund of the Town, in twelve equal monthly installments of five (\$5.00) dollars each.

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SUBSECTION 2.--SHALL KEEP CORPORATE SEAL, OATHS AND BONDS OF OFFICERS,
AND ALL PAPERS, BOOKS AND DOCUMENTS BELONGING TO THE TOWN, SHALL ADMINISTER OATHS.

That it shall be the duty of the Town Clerk to keep the Corporate Seal of the Town, and the oaths of Office and Official Bonds of current Town Officers, except that in the case of the Treasurer's Oath and Bond, the same shall be filed in the Office of the County Treasurer and only the receipt therefor retained by the Town Clerk; For removal of appointees, see Section Three, Subsection 4, Page 12,

SECTION 4--SUBSECTION 2.-- (Continued)

and the Town Clerk shall be the custodian of all papers, books and documents belonging to the Town and shall keep such papers, books and documents either in his actual possession or in the hands of responsible persons, and when any paper, book, document or map belonging to the Town has been entrusted to the possession of any other Officer, the Town Clerk shall make a record of the taking out of such paper, book, document or map and in whose possession it is to be found, and upon the return of the said article, the Town Clerk ~~shall make a record of the taking~~ so indicate upon the said record; and the Town Clerk shall have full authority to administer oaths to persons verifying claims against the Town as provided in Section 22-101 W.R.S. (1931) and to persons qualifying for Office as Inspectors of Election. And under his authority as Notary Public, it shall be the duty of the Town Clerk to administer Oaths of Office to all Town Officials, both elected and appointed.

SUBSECTION 3.-- SHALL ATTEND MEETINGS OF THE COUNCIL, KEEP JOURNAL OF PROCEEDINGS, NOTIFY MEMBERS OF SPECIAL MEETINGS.

That it shall be the duty of the Town Clerk to attend all meetings of the Town Council and to keep a fair and accurate journal of the proceedings of the said Council, which journal shall, following its approval by the Council, be signed by the Mayor, attested by the said Clerk and sealed with the Official Seal of the Town at the foot of each entry therein. And in the case of any special meeting of the Town Council, it shall be the duty of the Clerk to notify each Councilman not already familiar with such facts, of the time and place of such meeting and the business thereof, such notice to be in writing and to be given each Councilman at least twenty-four hours (Forty-eight hours if the notice is posted by mail) before any such special meeting of the Council is to be held; provided that in the absence of any Councilman from his usual place of residence, such notice left at

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SUBSECTION 3, (Continued)

such usual place of residence or delivered to some responsible member of the said Councilman's family, shall be deemed sufficient for compliance with this Section; and provided further that, by special agreement with any Councilman, the said Clerk may be excused from notifying any such Councilman so agreeing.

SUBSECTION 4.--SHALL KEEP A RECORD OF ALL ORDINANCES, BY-LAWS AND RESOLUTIONS - ATTEST AND SEAL THE SAME AND POST CERTIFIED COPIES THEREOF/

And upon passage of any Resolution, By-law, or Ordinance of the Town Council, unless otherwise directed by the Council, it shall be the duty of the Town Clerk to prepare three copies of the said Resolution, By-law, or Ordinance and present such copies to the Mayor for his signature,

which signature shall thereupon be attested by the said Clerk who shall seal each such copy with the Official Seal of the Town and shall add to each such copy his certified statement that the same is a true and correct

copy of the Ordinance, By-law, or Resolution (designating the same by both number and title) which was passed at the regular (or special) meeting of the Town Council upon a given date (naming it) and the Clerk shall post the said three copies of such Ordinance, By-law, or

Resolution in three public places within the town of Mills for at least ten days before such Ordinance, By-law, or Resolution shall take effect;

and that following such posting as aforesaid, the Town Clerk shall add or affix to each, his certified statement that such Ordinance (designated by number or title or both) By-law, or Resolution, was by him posted in

three public places within the town of Mills for a period of ten days, as required by law, and that it did take effect as a legal order of the

town of Mills upon a certain date (naming such date.) Provided that in the case of emergency ordinances which take effect immediately after passage, no such posting as herein provided shall be required, but a certified

statement by the Clerk of the authenticity of such Ordinances and the manner and date of their passing shall nevertheless be added or affixed

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SECTION FOUR, SUBSECTION 4 (Continued)

to each of at least three copies of all such Ordinances. And in all cases, it shall be the duty of the Town Clerk to keep a record of all Ordinances, By-laws and Resolutions passed by the Town Council and each entry in such record shall be signed by the Mayor, attested by the said Clerk, sealed with the Official Seal of the Town, and doubly certified as to the manner and date of passage and as to the posting according to law and the date of taking effect, or to the fact that the said Ordinance did take effect by reason of an emergency declared by the Council upon a given date, both such certificates to be signed by the said Town Clerk.

SUBSECTION 5.--SHALL ISSUE AND ATTEST LICENSES? DRAW WARRANTS ON TREASURY, ATTEST WARRANTS, BONDS AND OTHER DOCUMENTS SIGNED BY MAYOR, KEEP RECORDS.

That the Town Clerk shall issue all licenses granted by the Town Council and those provided by law and requiring a fee of five (\$5.00) dollars or less, as authorized by Chapter 22 W.R.S. (1931), upon presentation to him of the receipt of the Town Treasurer showing that that the money for such license has been paid to the said Treasurer; and the Clerk shall keep an accurate record of all licenses issued, stating the licensee, the type of license, and the date and fee of each; and when any claim or demand against the Town for money has been presented to the Council in accordance with the provisions of Section 22-1433 W.R.S. (1931) and has been recognized as a reasonable and just claim and has been allowed by the said Council, the Clerk shall draw a warrant upon the Treasurer for the amount thereof; and the Clerk shall attest all licenses issued by him, pursuant to the provisions of this Section, and all Bonds and other evidences of indebtedness issued by the Town and all warrants drawn upon the Town Treasury for money and all deeds, contracts and other documents signed by the Mayor in his Official capacity, and shall affix to all such licenses, bonds, deeds, contracts and other attested documents, the Official Seal of the Town. And the Clerk shall keep an accurate record, in a suitable book provided for the purpose,

SECTION FOUR, SUBSECTION 5 (Continued)

under appropriate heads, of all warrants drawn on the treasury, showing the date and the amount of each.

SUBSECTION 6.--SHALL NOTIFY COUNTY CLERK ANNUALLY OF AMOUNT OF MONEY TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES.

That when the Town Council, in accordance with the provision of Section 115-1001, W.R.S. (1931), has passed the annual Ordinance fixing the amount of the tax to be raised for municipal purposes, it shall be the duty of the Town Clerk, under the supervision of the Mayor, to make out and certify over his Official Signature, the amount of money to be raised for said purposes in the town of Mills, and on or before the fourth Monday in May of each year, to cause the same to be filed in the Office of the County Clerk of Natrona County, in order that the District Assessor may be notified of such tax requirements and that the town of Mills shall each year receive, through the agency of the County Officials, the amount of tax money decided upon by the Council as necessary to meet the current expenses of the Town.

SUBSECTION 7.--SHALL GIVE NOTICE OF ELECTIONS. That when the Mayor of the town of Mills, in accordance with the provisions of Section 36-301 W.R.S (1931) shall have issued a proclamation for any municipal election, it shall be the duty of the Town Clerk to attest such proclamation and to cause the same to be published at least once in a newspaper having general circulation within the Town and designated by the Town Council for such publication, and to notify the County Commissioners of Natrona County, in writing, not less than thirty days if possible before an election, of the day of the next municipal election, whether the same be a regular or a special one. And he shall give at least ten days public notice of elections by posting the same in at least three public places within the town of mills, each such public notice showing the time and place that such election is to be held.

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36-5-13
36-5-15

SUBSECTION 8.-- CERTIFICATES OF NOMINATION. That the Town Clerk shall require that all certificates of nomination (whether the same be made out upon a blank furnished by himself or upon one otherwise made or obtained) shall state that the candidate named thereon is personally known to each and all of the signers of the said certificate, that said candidate is a person of good character, and that if elected, he will qualify for the office for which he is nominated, and other facts as required by Section 36-510 W.R.S. (1931); and that such certificates shall in all respects comply with the provisions of the aforesaid Section and of Section 36-511 of the statutes (1931) of the State. And all such certificates of nomination shall be signed by at least ten qualified electors of the town of Mills, who shall set down their occupations and their places of residence in a space provided opposite their names on said certificates; and all certificates of nomination shall be verified by one of the signers thereof, under oath, as provided in Section 36-512 W.R.S. (1931), stating among other things, that the persons making the nomination are electors of the Town, and that the statements made in such certificate are true to the best of his knowledge and belief. And such certificates of nomination shall be received by the Town Clerk and filed in his Office, subject to public inspection (under proper regulations and during generally accepted office hours) at any time not more than thirty nor less than three days before election, and shall be preserved thereafter, for a period of one year. But the Town Clerk shall refuse to receive or to file any certificate of nomination which does not in all respects comply with the provisions of this Section, and shall refuse to accept as a proper signature on any such certificate, the signature of any person who has previously or currently joined in the nominating of some other person for the same office.

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36-5-2
SUBSECTION 9.--SHALL PUBLISH NOMINATIONS TO OFFICE. That it shall be the Town Clerk to publish the nominations to office as certified to him under the provisions of the preceding Section, either by posting the same in not less than five conspicuous places within the Town for at least ten days if possible before election, or for such number of days before election in one or more newspapers devoted to the dissemination of general news and published or having general circulation within the Town.

36-6-6
36-6-3
36-10-18
36-10-19
SUBSECTION 10.-- SHALL FURNISH ELECTION SUPPLIES. That upon the occasion of any approaching municipal election, the Town Clerk shall provide at the expense of the town of Mills, proper ballot boxes, poll books, blank forms for certificates of nomination, blank forms for application for absent voter ballots, official ballots, and all other election blanks and other necessary supplies, including cards of instruction to voters as required by Section 36-1321 W.R.S. (1931), taking care that all such election supplies shall comply in all respects with the latest compiled election laws of the state of Wyoming. And the said Clerk is hereby authorized to make purchases of all such supplies in behalf of the town of Mills and to draw upon the Town Treasury for money to cover the expense of such purchases. And the number of ballots provided by the Town Clerk for any municipal election shall be same as the number of persons who voted at the last preceding municipal election plus twenty-five percent. And such ballots shall be printed and in the possession of the said Clerk at least two days, if possible, before election and subject to inspection by the candidates and their agents, and if any mistake is discovered said Clerk shall cause the same to be corrected without delay.

36-14-05
36-14-02
SUBSECTION 11.--ABSENT VOTER BALLOTS? BALLOTING . And that the Town Clerk shall furnish, deliver or send by mail, absent voter ballots and applications for absent voter ballots and the necessary envelopes for the return ~~of~~ to him of the same, to any qualified elector of the town of Mills who shall, within thirty days next preceding any Mills municipal

SECTION FOUR, SUBSECTION 11, (Continued)

election request the same, or within ten days next preceding such election if the elector making such request is a patient in a hospital or is physically unable to appear at the polls; such delivery to be made as soon as ballots are printed and in possession of the said Clerk. And all such applications for absent voter ballots, and the affidavits attached thereto (as required by law) and the inscriptions on all envelopes furnished to enclose such applications or absentee ballots shall be substantially in the forms set forth in Sections Three, Four and Five of Chapter Twenty-two in the Session Laws of Wyoming for the year of 1941.

36-1410
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And upon the appearance before him, at any time within the above established limits, of any elector of the Town, expecting to be absent or physically unable to appear at the polls on election day, the Town Clerk shall provide the said elector with the necessary blanks and one Official Ballot (or one of each kind if there be more than one to be voted) and shall administer the necessary Oaths, affixing his signature, Official Title and seal at the end of his jurant in the proper places upon the said blanks; and thereafter, it shall be his duty to deal with the envelope containing the ballot (or ballots) marked by the said elector, the same as if it had come to him by mail. Provided that no absent voter ballot shall be furnished to any person after the Official Ballots have been delivered by said Clerk to the Election Judge upon the morning of election day.

36-1410
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Upon the receipt by the Town Clerk of any envelope containing an absentee vote, said Clerk shall enclose the same, together with the application for it, in another envelope, as required by Section 36-1408, W.R.S. (1931), and he shall safely keep the same in his office until the morning of election day, at which time he shall deliver all such absentee votes, together with the Official Ballots for the election, to an Election Judge. And the said Clerk shall make a certificate stating the number of ballots delivered or mailed to absent voters, as well as those marked before him, if any, and the names of voters to whom such ballots shall

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~~SECTION~~ FOUR, SUBSECTION 11 (Continued)

have been delivered or mailed, or by whom they shall have been marked, if marked before him, and shall deliver such certificate to a Judge or Election, together with the absentee votes and the Official Ballots for the said election.

SUBSECTION 12.-- CLERK SHALL RECEIVE AND FILE REGISTRY LISTS. And that it shall be the duty of the Town Clerk to receive from the County Clerk of Natrona County, registry lists made out and certified by said County Clerk, and the Town Clerk shall prepare one copy of each such list for each voting precinct, ~~and shall prepare and have on file within the Town,~~ and shall post at least one copy of such list in each voting precinct, and shall prepare and have on file in his Office at least three days before any municipal election, at least one copy of such registry list for each voting precinct; such list, or lists, to be open to public inspection. And the Town Clerk shall reimburse said County Clerk, at the expense of the town of Mills, for all expenses incurred in procuring material and assistance necessary in furnishing such registry lists.

SUBSECTION 13.--SHALL RECEIVE ELECTION RETURNS; PAY ELECTION JUDGES. That following all municipal elections, it shall be the duty of the Town Clerk to receive from the Election Judges, the returns of such elections, and after the Council has canvassed the same, to carefully preserve said returns for six months, and at the expiration of that time, to destroy them by burning and without the package being previously opened; provided that if any contest of election shall be pending, in which such ballots may be required as evidence, the same shall not be destroyed until such contest is finally determined. And upon the canvass of the election returns of any municipal election, the Town Clerk shall make a certificate stating the compensation to which the Judges, Clerks, and other Officers of Election may be entitled for their respective services, and the amount of the expense of furnishing meals for such Officers of Election upon election day, and the said Clerk shall lay such certificate before the Town Council, and the aforesaid compensations and costs of

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36-306-309
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SECTION FOUR, SUBSECTION 13--(Continued)

said meals shall be ordered to
be paid out of the Town Treasury.

2-1420
SUBSECTION 14.-- SHALL NOTIFY PERSONS ELECTED/ That it shall be the
duty of the Town Clerk, within five days after the result of any
municipal election is declared, or any appointment made by the Town
Council, to notify all persons so elected or appointed, as the case
may be, of their election or appointment.

SUBSECTION 15.--SHALL KEEP BOOKS INTELLIGIBLE AND CURRENT, RELEASE
SAME.

That it shall be the duty of the Town Clerk to keep all books
and reports of the Town up to date and in a legible and intelligible
condition; and upon termination of his tenure in Office, to convey such
books and records complete, either to his successor or into the possession
of the Town Council, in such manner and in such condition that his
successor may experience a minimum of difficulty in entering upon the
duties of his Office. And any refusal or willful neglect to comply
with the requirements of this Section shall be deemed a misdemeanor
and shall be punishable as provided in a subsequent Section of this
Ordinance.

22-1421
22-1423
SUBSECTION 16.-- ABSENCE OF TOWN CLERK, VACANCY IN OFFICE. That it shall
be the duty of the Town Clerk to perform such other services for the
Town as may be allotted to him by the Town Council. That in the ab-
sence or disability of the Town Clerk, some suitable person shall be
appointed to act as Clerk pro tem, under the supervision of the Council.
And in the case of any vacancy, other than temporary absence or dis-
ability, in the Office of Town Clerk, such vacancy shall be filled as
provided in Section Two, Subsection 3, of this Ordinance.

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PROVIDING FOR THE GOVERNMENT OF THE TOWN OF MILLS BY A TOWN COUNCIL, ETC.-

SECTION FIVE -- TOWN TREASURER, APPOINTMENT, QUALIFICATION,
DUTIES, TERM OF OFFICE, REMOVAL FROM OFFICE, RENUMERATION.

SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, TERM OF OFFICE, REMOVAL,
RENUMERATION.

That the Town Treasurer of the town of Mills shall be appointed in the manner and for such period of time as established in Section One, Subsection 1, of this Ordinance, subject to such provisions as therein contained and to removal as provided in Section Two, Subsection 8, and in Section Three, Subsection 4, this Ordinance; and he shall qualify for his Office as provided in Section One, Subsection 2, of this ordinance, in addition to which he shall be required to execute a Bond to the people of the town of Mills, ~~with~~ ^{with} sureties acceptable to the Town Council, conditioned for the faithful performance of the duties of his Office, in a sum equal to the largest amount of money estimated by the Council as likely to be in the hands of the said Treasurer at any one time during the period of time for which such Bond is made; and to file such Bond with the Treasurer of Natrona County, returning the receipt therefor to the Town Clerk of the town of Mills. And the salary of the Treasurer shall be two hundred forty dollars (\$240.00) per annum, to be paid out of the general fund of the Town, in twelve equal monthly installments of twenty (\$20.00) dollars each.

SUBSECTION 2.-- TO BE CUSTODIAN OF TOWN MONEY - SEPERATE FUNDS - SHALL KEEP RECORD OF WARRANTS, COPIES OF RECEIPTS ISSUED.

That the treasurer

shall receive, either directly or at regular stated intervals from other Officers of the Town, as provided by law, or from the Treasurer of Natrona Councy (Once each month, or at such intervals as the Council may designate - Sec. 2936 Wyo. Compiled Statutes 1920) all taxes, assessments, license fees, pound fees, fines, water rentals and other moneys due the Town, except as otherwise established by Ordinance, and shall be

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SECTION FIVE, Subsection 2 -- (Continued)

the custodian of such moneys,

placing the same in a depository designated by the Council for safe keeping; and he shall keep such moneys in separate funds as established by Ordinance or required by the Town Council; and he shall pay out therefrom such sums of money as shall be authorized by the said Council, as evidenced by warrant; all such warrants to be signed by the Mayor, attested by the Town Clerk and sealed with the Official Seal of the Town; and the Treasurer shall not pay any money out from any of the funds of the Town except upon presentation of such a warrant, so signed, attested and sealed. And if any such properly executed warrant on the Town Treasury shall be presented to the Treasurer for payment and there is not sufficient money in the Treasury to pay the same, the Treasurer shall indorse upon such warrant the statement that the same has been presented for payment, stating the date thereof and that it has not been paid for want of funds, and thereafter such warrant shall draw interest at the rate of eight per centum per annum. And the said Treasurer shall at all times take care that all receipts and disbursements are credited to, or withdrawn from, the fund to which or from which, the Council has designated such receipt or disbursement to be credited to, or withdrawn from. And the Treasurer shall keep a register of all warrants redeemed and paid, describing such warrants, showing their date and number, the amount of each such warrant, the fund from which paid, the person to whom payment was made and specifying the time of payment. And he shall give to every person paying money in to the Town Treasury a receipt therefor, specifying the date of payment and on what account paid, and shall keep in his files, a copy of all such receipts.

SUBSECTION 3.-- SHALL KEEP EACH APPROPRIATION SEPERATE - BOOKS SUBJECT TO EXAMINATION.

22-1431
That the Treasurer of the town of Mills shall keep a separate account of each appropriation of funds made by the Town Council, showing under each such seperate head, the amount of such appropriation, the portion of such appropriated funds already in hand and the portion thereof

... therefrom and the amount of money both

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SECTION FIVE -- SUBSECTION 3.-- (Continued)

anticipated and that actually at hand, remaining unexpended in such fund. And he shall so keep his accounts and records as to show when and from what sources all moneys paid to him have been derived, to what appropriated sum each such receipt has been credited, and to whom and when all such moneys, or any part thereof, have been paid out. And his books, accounts and vouchers shall at all times be subject to examination at any reasonable hour by the Town Council or any member thereof, or by any elector of the town of Mills.

SUBSECTION 4.--SHALL RENDER ACCOUNTS TO THE TOWN COUNCIL - HAVE ANNUAL SETTLEMENTS WITH COUNCIL - SHALL MAKE SEMIANNUAL REPORTS TO OFFICE OF STATE EXAMINER.

2-1437
That at every regular meeting of the Town Council, or as often as the said Council may require, the Town Treasurer shall render an account, verbal or written, to the Council, showing the state of the Town Treasury at the date of such account, stating the date and the source of all receipts and to what fund such receipts have been credited, exhibiting the bank statements, showing warrants redeemed and paid by him, and rendering a statement of the current municipal indebtedness for which payment is due; provided that all paid and redeemed warrants shall be examined by the Council and filed thereafter in the office of the Town Clerk, to be preserved for such period of time as the Council may direct, except that in NO case shall any such paid and redeemed warrant be destroyed before it has, together with other records and documents of the Town Treasurer, been presented to the State Examiner for audit, or before at least two years shall have elapsed since the date of its issuance. And on or about the First day of January and the First day of June in each and every year, the Town Treasurer shall shall prepare a written account, in detail, of all receipts to and disbursements from the Town Treasury during the preceding half year, showing the amount of each appropriation and the purpose for which made, the amount expended and the amount remaining unexpended in each such appropriated fund, when

SECTION FIVE - TOWN TREASURER

SUBSECTION 4. (Continued)

and from what source all moneys paid into the Treasury have been derived and to what appropriated sum such money has been credited, and to whom and when all such moneys or any part thereof have been paid out, and stating the amount of the municipal indebtedness if there be any, and the Treasurer shall forward such written account to the Office of the State Examiner at Cheyenne, Wyoming, and shall include in such accounting any additional information requested by said State Examiner. And on some day between the first and last Mondays in March in each year, the Treasurer of the town of Mills shall submit to the Mayor and Council a full and detailed account, under oath, of all receipts and expenditures during the preceding year, and the current state of the Treasury, showing the amount of the municipal indebtedness if there be any.

SUBSECTION 5.-- OTHER DUTIES - DEPUTY. That it shall be the duty of the Town Treasurer to perform such duties, not enumerated in this Section, as may be required of him by the Mayor and Council of the Town. And the Treasurer shall have authority, by and with the consent of the Town Council ~~to~~ to appoint one Deputy for such period of time, within the term of his own Office, as he may deem necessary; such Deputy to qualify for his Office by taking and subscribing the same Official oath as that filed by his principal and by giving to the Treasurer such Bond or other security as the said Treasurer may for his own protection require for the proper conduct of his Office by the said Deputy. And in the absence or disability of the Town Treasurer, by at no other time, the said Deputy Treasurer shall perform the duties of the Treasurer as hereinbefore enumerated, subject to the same restrictions and authority, and all Official Acts done by him while so acting shall be valid and binding upon the town of Mills the same as though done by the Treasurer; provided that the said Treasurer shall be responsible and holden upon his Official Bond for all Official acts done by the aforesaid Deputy Treasurer.

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SECTION SIX -- TOWN MARSHAL, APPOINTMENT, QUALIFICATION, DUTIES,
TERM OF OFFICE, REMOVAL FROM OFFICE, RENUMERATION.

SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, TERM OF OFFICE, REMOVAL.

That the Marshal of the town of Mills shall be appointed in the manner and for such period of time as established in Section One, Subsection 1, of this Ordinance, and in Section Two, Subsection 3, subject to such provisions as therein contained and to removal as provided in Section Two, Subsection 8, and in Section Three, Subsection 4, of this Ordinance; and shall perform all the services hereinafter required of the Marshal and shall have all the powers and shall be subject to the regulations of the Office of Marshal as hereinafter provided. And that he shall qualify for the Office of Town Marshal as provided in Section One, Subsection 2, of this Ordinance, in addition to which he shall execute a Bond to the people of the town of Mills, with sureties acceptable to the Council, and in such amount as the Council shall designate, conditioned for the faithful performance of all the duties of his Office, and shall file such Bond with the Town Clerk.

SUBSECTION 2.-- RENUMERATION OF MARSHAL. That the salary of the Marshal shall be One Hundred Seventy (\$170.00) Dollars per annum, to be paid out of the general fund of the Town, in twelve equal monthly installments of Fourteen (\$14.17) Dollars and Seventeen Cents each.

SUBSECTION 3.-- SHALL BE CHIEF OF POLICE - MAKE ARRESTS WITH OR WITHOUT PROCESS - REQUIRE PERSONS TO ASSIST.

That the Marshal shall be the Chief of Police of the town of Mills, and shall execute the orders of the Town Council, and shall enforce the Ordinances and By-laws of the Town and the laws of the State and of the United States; and he shall have power, and it is hereby made his duty, to arrest without process, any person who shall commit or attempt to commit, in his presence, any offense against any of laws aforesaid and to take the person so arrested without unnecessary delay before the Police Justice of the Town; or if the hour be such that a hearing before such Officer cannot reasonably

SECTION SIX, SUBSECTION 3, (continued)

be had, then and in that case,

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it shall be the duty of the Marshal to confine the arrested person in
the town jail, county, jail, or other suitable and legally designated
prison, until such time as the Office of the Police Justice may be
open, and then to take such person before the said Justice. And in such
3-103 cases as aforesaid, the Marshal shall sign and file a complaint against *
the person so brought in, setting forth the nature of the offense, the
date thereof and other facts as required by law. And he shall have
power to require any person, under pain of penalty, to assist him in the
execution of his Office, or in the service of any process. And in the
02-622 instance of any person apprehended by the Marshal offering to furnish
recognizance, the Marshal shall have authority to receive such recogni-
3-308 zance, in a sum previously designated by the Police Justice and not in
any case excessive, and he shall give such person a receipt for such sum
received by him as recognizance and shall thereupon set such person
at liberty; provided that the receipt furnished by the Marshal in such
case as aforesaid, shall plainly state the time and place in which the
defendant is required to appear and the agreement that in the event of
his failure to so appear at the time appointed, or within one hour thereof,
the sum posted with the Marshal as recognizance shall be forfeited; and in
the event of such failure to appear and the ensuing forfeiture as herein
provided, the sum of the recognizance shall be by the Marshal covered
into the Town Treasury the same as other funds coming into his hands by
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1920 Book virtue of his Office, and no further action against the defendant shall
follow upon the charge at issue; provided that nothing herein contained
shall be construed as authorizing the Marshal to hold any prisoner for
a period of more than forty-eight (48) hours without a hearing before
the said Police Justice.

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SECTION SIX -- MARSHAL

10⁹ SUBSECTION 4.-- SERVING OF PROCESS - AUTHORITY TO BREAK OPEN DOOR.

That upon receipt by the Marshal of any warrant issued by the Police Justice, the Marshal shall serve such warrant by arresting the accused person therein named, if within his power, and shall bring him with no unnecessary delay, before the Justice who issued the warrant. And if the warrant received by the Marshal be one for the search of any building or place within the town of Mills and the seizure of a certain article, or articles, or goods, likely to be found therein, or a warrant for such search and seizure together with the apprehension of a person accused of wrongfully possessing the said articles, articles, or goods, the Marshal shall execute the orders in such warrant contained, and shall deliver into the custody of the Police Justice the article, articles, or goods, seized by virtue of the said warrant and/or the person so apprehended.

And in executing a warrant for the arrest of any person, or any search warrant, the said Marshal shall have authority to break open any door or window of a dwelling house or other building, if after notice of his office and purpose, admittance thereto is not granted otherwise. Provided that this section shall not be construed as authorizing the Marshal or any other Officer, to enter any building by virtue of a search warrant, unless the said building is specifically designated in such warrant.

And the Marshal shall endorse on the back of every warrant by him served, the date upon which he received the said warrant and his certified statement that he has delivered the accused person and/or the seized article, articles, or goods, naming the date of the said delivery, before the Police Justice as commanded; or in the event of a search having been made though its object was not found, the Marshal shall so state in the aforesaid certified statement; and the Marshal shall return all such warrants, so endorsed, to the Police Justice, at the time of his delivering to him the apprehended person and/or article, articles, or goods, specified in such warrants, respectively. or. 52--page 36

SECTION SIX - MARSHAL

SUBSECTION 5.-- SHALL INVESTIGATE COMPLAINTS. That the Marshal shall investigate complaints that offenses against the public peace or safety are being committed, or have been committed, or that danger of such offenses exists, or that any person or persons is arranging or preparing to commit such an offense; and the Marshal shall take such legal measures as may be deemed necessary to prevent and/or suppress any such infraction of the law.

SUBSECTION 6.-- SHALL INVESTIGATE TRAFFIC ACCIDENTS, MAKE RECORDS, REPORTS. That it shall be the duty of the town Marshal to investigate all traffic accidents upon the thoroughfares or otherwise within the town of Mills, or the corporate boundaries thereof, and to ascertain whether any traffic law of the Town has been violated, and if such violation has been committed, to proceed as in the case of other offenses against the Ordinances of the Town. And the Marshal shall make a written report of all such accidents, in duplicate, and shall file one copy of such report in his own records, an additional copy of which he shall make available to any person who, being party to such accident, may request such copy; and the Marshal shall forward the duplicate of his recorded copy of such accident record, to the Wyoming Highway Patrol, at Cheyenne, Wyoming; all such accident records to be made out, if possible, upon blanks furnished for that purpose by the said Highway Department.

SUBSECTION 7.-- SHALL HAVE CHARGE OF JAIL AND PRISONERS. That the Marshal of the town of Mills shall have charge of the Town Jail, and shall keep the said Jail clean and in a habitable condition, and shall attend to the safe-keeping of the prisoners therein. And he shall confine to the aforesaid Jail, or in the County Jail, or in some other suitable and legally designated prison, every person ordered by the Municipal Court to be so confined, and shall detain therein each such prisoner for the period of time designated by the said Court, or until the amount of the fine and costs imposed upon, or assessed to, such prisoner shall have been fully paid, either in money or by means of credits accruing to such prisoner

SECTION SIX - SUBSECTION 7 --(Continued)

as hereinafter provided; except that no prisoner shall in any case be incarcerated for a period of more than three months.

SUBSECTION 8.--SHALL CARE FOR AND EMPLOY PRISONERS - PURCHASE SUPPLIES.

And that the Marshal shall see that meals of sufficient quantity of clean and wholesome food are provided for the prisoners of the town of Mills and for that purpose, shall have authority to purchase supplies and provisions, in behalf of the Town, and shall be entitled to draw funds from the Town Treasury to defray all such necessary expenses, or any other necessary expenses incurred in providing for the confinement and caring for prisoners as required by law; and he shall provide that the sleeping quarters of prisoners are properly clean, warm and ventilated and shall, so far as practicable, employ all such prisoners at such useful labor for the Town as their strength will permit, either within or without the prison; provided that no person shall be required to labor for more than eight hours in any one calendar day, or to labor at all on the Sabbath day, commonly called Sunday, or to perform any task whatsoever which is beyond his, or her, strength or ability. And every prisoner shall be allowed a credit, in accordance with a succeeding Subsection of this Section, for each day of his imprisonment, such credit to be deducted from the amount of the fine and costs imposed upon, or assessed against, him or her.

SUBSECTION 9.--SHALL MAINTAIN ORDER. That the Marshal shall maintain order within the Town Jail and shall have power and it is hereby made his duty to employ whatever means may be necessary, provided he shall not use more force than necessary, to enforce such order. And any prisoner who shall refuse to work, or who shall behave in a riotous or disorderly manner, or who shall attempt to escape from the place of imprisonment, shall be placed in close and solitary confinement and fed during such confinement on bread and water only, unless other food be necessary to the preservation of his health, and provided that no prisoner shall be so confined for a period of more than five consecutive days.

SECTION SIX - MARSHAL

SUBSECTION 10.-- AMOUNT PER DAY OF IMPRISONMENT ALLOWED - SHALL PERMIT PRISONERS TO PAY BALANCE OF FINE.

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That the Marshal shall allow each prisoner a credit of Five (\$5.00) dollars per day for each day, or part of a day, of his imprisonment, and shall deduct the amount of such credit due any prisoner from the amount of the said prisoner's fine and the costs of executive assessed against him; and every prisoner shall be privileged at any time after his commitment to the Town Jail, to pay the Marshal the balance due on his fine and the costs of execution assessed against him, after deduction of the credits due him as hereinbefore provided, and shall be given a written receipt therefor.

SUBSECTION 11.-- SHALL DISCHARGE PRISONERS. That any prisoner who shall have completely paid, either by means of credits due him by reason of his imprisonment computed at the rate per day as hereinbefore established, or by payment of money to the Marshal, or by any combination of the two means' of payment, the full amount of the fine and costs imposed upon, and assessed against him or her, shall be by the said Marshal given a certificate stating that he has so paid and the fact that he is thereby released from obligation to the town of Mills and shall be thereupon, immediately set at liberty.

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SUBSECTION 12.-- SHALL KEEP RECORDS OF PRISONERS. That the Marshal shall keep, in a book provided by the Town for that purpose, a true and complete record of the incarceration of each prisoner, stating the name of such prisoner, the date of his commitment, and the date upon which he shall be legally entitled to discharge; and he shall also record the kind and amount of labor performed for the Town by each such prisoner, the credit to which he may be entitled in accordance with the provisions of a foregoing Subsection of this Section, the amount of money, if any, paid to the Marshal by each such said prisoner, and the fact and date of the said prisoner's discharge from custody. And such record shall be conveyed to the Marshal's successor in Office, together with the custody of any prisoner or prisoners who may be confined to the Town Jail at the time of

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SECTION SIX- SUBSECTION 12.-- (continued)

his successor having been appointed and qualified to enter upon his Official duties.

SUBSECTION 13.-- SHALL KEEP RECORD OF RECEIPTS AND DISBURSEMENTS- REPORT TO COUNCIL-REMIT TO TOWN TREASURER.

That an accurate record of all receipts and disbursements by his Office shall be clearly and legibly entered and kept by the Marshal in a suitable book, and he shall make a monthly report to the Town Council concerning all such receipts and disbursements. And that the Marshal is hereby authorized to receive payment and part payments of fines as hereinbefore provided, and it is hereby made his duty to remit all such fines and other moneys coming to his hands by virtue of his Office to the Town Treasurer, to be covered into the Town Treasury.

SUBSECTION 14.--MAY APPOINT DEPUTY. That the Marshal shall have authority, by and with the consent of the Town Council, to appoint one Deputy; such Deputy Marshal to qualify for his Office by taking and subscribing the same Official Oath as that filed by his principal, and to have the same Official term as his principal, unless his appointment be sooner revoked by the said Marshal or by other authority. And the said Deputy shall be subject to the orders of the Marshal and of the Mayor, and all Official acts done by the said Deputy while so acting, and in so far as the said acts shall not be contrary to the orders of either of the Officers aforesaid, shall have the same force and effect as if done by the Marshal. And in the absence of the Marshal, the said Deputy shall perform all of the duties of the Marshal. And the Marshal shall be responsible and shall be holden on his Official Bond for the Official acts of the Deputy Marshal; provided that the Marshal may for his own protection require from the Deputy Marshal, a Bond in such amount as the Marshal may deem suitable, conditioned for the faithful performance of the duties of his Office. And no Deputy Marshal shall receive any salary, other than special pay for individual services performed by him, which may be allowed by the Council as the said Council may deem proper and just.

SECTION SEVEN -- STREET COMMISSIONER, APPOINTMENT, QUALIFICATION,
DUTIES, TERM OF OFFICE, REMOVAL FROM OFFICE, REMUNERATION.

SUBSECTION 1.--APPOINTMENT, QUALIFICATION, TERM OF OFFICE, DUTIES,
REMOVAL FROM OFFICE.

That the Street Commissioner of the town of Mills shall be appointed in such manner and for such period of time as established in Section One, Subsection 1, of this Ordinance, and in Section Two, Subsection Three, subject to the provisions therein contained and to removal from office as provided in Section Two, Subsection 8, and in Section Three, Subsection 4; that he shall perform such duties as are hereinafter specifically provided, or as are otherwise ordered or established by Ordinance of the Town Council. And that he shall be required to qualify for his Office as provided in Section One, Subsection 2, of this Ordinance.

SUBSECTION 2.-- REMUNERATION. That unless and until otherwise established by Ordinance of the Town Council, the Street Commissioner shall receive a salary of Five Hundred Seventy (\$570.00 dollars per annum, to be paid out of the general fund of the Town in twelve equal monthly installments of Forty-seven and a half (\$47.50) dollars, each.

SUBSECTION #3.-- That the word "street", either singular or plural, as employed in this Section, shall be held to include all streets, alleys, roads and other public ways within the town of Mills and shall not be otherwise construed; and all reference to the Street Commissioner shall be understood to apply to the Street Commissioner of the town of Mills, and to none other.

SUBSECTION 4.-- SHALL SUPERINTEND SURFACING, WIDENING, AND/OR OTHER IMPROVEMENTS OF STREETS--BUILDING CULVERTS, SIDEWALKS, OTHER ADJUNCTS TO STREETS -- PURCHASE SUPPLIES.

That it shall be the duty of the Street Commissioner to superintend the surfacing, widening, ciling, and/or other improving of the streets of the Town, and the paving, curbing, and/or guttering of the same; and the building and maintaining, at the direction of the Council, of such culverts, bridges, sidewalks and/or other adjuncts to such streets, as the said Council may order.

SECTION SEVEN - SUBSECTION 4.--(Continued)

And he shall have authority, and it is hereby made his duty to purchase, as directed by the Council, such supplies of gravel, road oil, asphalt, or other material, or materials, in behalf of the town of Mills, as may be necessary for carrying into effect the orders of the Council with regard to streets, or for the performance of other duties of his Office; and the said Street Commissioner shall be responsible for the proper care and storage of all supplies procured or possessed by virtue of his Office and shall see that such supplies are not unnecessarily harmed or destroyed, and are not wastefully distributed, but are used for the purpose of repairing or improving such street, or streets, as have been designated by the Council for such repair or improvement. And he shall have charge of all graders, trucks, tools and other equipment owned by the Town and kept for use by the Street Commissioner in the performance of his duties as aforesaid, and shall keep all such tools and other equipment in reasonable repair, making reports to the Town Council from time to time, concerning repairs and/or replacements of equipment necessary for the proper performance of his duties; and he shall have authority and it ~~shall~~ is hereby made his duty to procure such repairs and replacements of equipment, at the expense of the Town, as the Council shall thereupon direct.

SUBSECTION 5.-- SHALL GRADE AND MAINTAIN STREETS - ESTABLISH AND MAINTAIN STREET MARKERS - TRAFFIC SIGNS - REPORT INJURIES OF SUCH MARKERS AND SIGNS, TO COUNCIL.

That it shall be the duty of the Street Commissioner to superintend the grading and maintaining of all streets and alleys within the town of Mills and to see that such streets and alleys are so far as possible, kept open and unobstructed and in reasonable repair; and he shall place and maintain street markers, and shall place, maintain, alter and/or remove traffic signs as directed by the Town Council, or by the Marshal. And the Street Commissioner shall endeavor to prevent any defacement or other injury to any of the street markers, traffic signs, or other implements by which the traffic regulations of the Town and/or the orders of the Town Council or of the Marshal are carried into effect and/or the other duties of his Office facilitated; and in

SECTION SEVEN, SUBSECTION 5.--(Continued)

the event of any defacement or other injury to any such marker or sign having been perpetrated despite such care by the Street Commissioner, it shall then be the duty of said Street Commissioner to report such offense to the Town Marshal, or if the perpetrator of such offense be known to him, to sign and file with the Police Justice a formal complaint against such offender.

SUBSECTION 6.-- OPENING OF STREETS. That in the event of a street being opened, by order of the Town Council, as for the laying, repair, or the taking up of any gaspipe, water main, sewer, or other subsurface installation, the Street Commissioner shall supervise such opening of such street and the filling thereof at the conclusion of such work; and during the time the street is so opened, he shall place or require the placing of proper obstructions and warning signs for the protection of traffic upon the said street, and he shall be responsible for the proper and adequate lighting during the hours of darkness, of all such street obstructions, warning signs, and of the pitfall itself, in such manner that the safety of all travelers, pedestrian and otherwise, over the said street shall be so far as possible, assured.

SUBSECTION 7.-- SHALL BE CARETAKER OF MUNICIPAL DUMP. That the Street Commissioner shall be the care-taker of the municipal dumping grounds, and shall so regulate the disposal of trash and refuse matter upon the said grounds that such grounds shall not become inaccessible to wheeled vehicles. That he shall burn combustible materials collected in the said dumping grounds and so far as is possible, shall bury or otherwise dispose of other rubbish, using the street grader or other machinery as indicated by the Town Council for such purpose. And that he shall, so far possible, keep the road leading to the dumping grounds, unobstructed and in good repair and the circle drive at the termination thereof, whereby motorists are enabled to turn for the return trip, shall be kept open and unobstructed for use for such turning. And the said care-taker shall place and maintain such signs upon the said dumping grounds, as he may deem necessary for the establishment of such regulations as may be required to carry out the provisions of this section; and upon any
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SECTION SEVEN - SUBSECTION 7. (Continued)

violation of any such regulations, he shall sign and file a complaint with the Police Justice of the town of Mills, for the arrest of the violator of said regulations

SUBSECTION 8.-- SHALL KEEP RECORD - CONVEY BOOKS AND RECORDS TO SUCCESSOR IN OFFICE/

That the Street Commissioner shall keep a clear and accurate record of all expenditures of his Office, stating the amount and date of each such expenditure and the purpose for which it was made, such record to be open at any reasonable time, to inspection by any member of the Town Council; and the Street Commissioner shall convey such record and all other books and records pertaining to his Office, and all tools and equipment for discharging the duties of his Office, to his successor in Office; and shall render an accounting to the Town Council, of all such books and records and equipment.

SUBSECTION 9.-- ABSENCE. That in the absence of the Street Commissioner, either the Water Commissioner or the Marshal, as the Town Council may direct, shall exercise the authority of the Street Commissioner and shall perform such duties of the said Official as may not be postponed until his return. And that the Street Commissioner shall be entitled, unless his incumbancy be of less than six months duration, to receive two weeks' vacation during each calendar year, to be taken at such time as may be agreeable to himself and to the Town Council, and without any deduction being made from the payment of his regular salary.

SECTION EIGHT -- TOWN WATER COMMISSIONER, APPOINTMENT, QUALIFICATION, DUTIES, TERM OF OFFICE, REMOVAL FROM OFFICE, REMUNERATION

SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, TERM OF OFFICE, DUTIES, REMOVAL FROM OFFICE.

That the Water Commissioner of the Town of Mills shall be appointed in such manner and for such period of time as established in Section One, Subsection 1, and in Section Two, Subsection 3, of this Ordinance, and shall qualify for his Office as required by Section One, Subsection 2, subject to all provisions and regulations applicable to his Office, as therein contained and to removal from Office as provided in Section Two, Subsection 6, and in Section Three, Subsection 4, of

*This Section
Mills Custom
No Statute*

Ord. 52 Pg. 45

PROVIDING FOR THE GOVERNMENT OF THE TOWN OF MILLS BY A TOWN COUNCIL, ETC.-

SECTION EIGHT, SUBSECTION 1., (Continued)

this Ordinance; and that he shall have such rights and authority and shall perform such duties for the Town as provided in Ordinance Number Sixty-three and in this and other Ordinances of the town of Mills.

SUBSECTION 2.-- REMUNERATION. That unless and until otherwise established by Ordinance of the Town Council, the Water Commissioner of the Town of Mills shall receive a salary of Two Thousand One Hundred Thirty (\$2130.00) dollars per annum, to be paid out of the general fund of the Town, in twelve equal monthly installments of One Hundred Seventy-seven and a half (\$177.50) dollars, each, and after six months incumbency, shall be entitled to receive two weeks' vacation in each calendar year, to be taken at such time as may be agreeable to himself and to the Town Council, without any reduction in the regular payment of his salary.

SUBSECTION 3.-- SHALL HAVE CHARGE OF PUMPING STATION; TOOLS AND SUPPLIES-- SHALL SUPERVISE WATER DEPARTMENT EMPLOYEES - HAVE AUTHORITY TO DISCHARGE. That the Water Commissioner shall have charge and shall be the custodian of the municipal water pumping station and of all tools, equipment and supplies owned and kept by the Town of Mills for use of the Water Department, and shall keep such pumping station and the machinery thereof and all tools and other equipment pertaining to or belonging to the Water Department, in reasonable repair and shall prevent the abuse, injury or theft of any such tools or equipments; making such repairs and replacements, from time to time, as he may deem necessary or as may be directed by the Council. And that he shall supervise all employes of the Water Department, requiring each to perform the duties for the town of Mills for which he is employed, and shall report to the Town Council the amount and kind of labor performed by each such employe and the compensation to which each is entitled for such labor. And the Water Commissioner shall have authority, with the consent of the Town Council, to discharge any employe of the Water Department who shall refuse or neglect to perform his duty for the Town, as prescribed by the said Commissioner.

SECTION EIGHT - THE TOWN WATER COMMISSIONER

SUBSECTION 4.- SHALL SUPERVISE LAYING AND REPAIR OF WATER MAINS - TURN ON WATER FOR CONSUMER.

That the Water Commissioner shall supervise and assist in the laying and/or repairing of all water mains, such mains to be laid as directed by the Town Council and such repairs to be made immediately as may become necessary to prevent excessive wastage of water or injury to streets or other property; provided that all individual water lines attached to such mains, from the main to which such individual line is attached to the point at which such individual line enters upon the property of the owner thereof, shall be deemed to be a part of such water main and, as such, to be under the care of the said Water Commissioner. Provided also that when any individual line has been installed for service to a consumer, it shall be the duty of the Water Commissioner to tap the main line and to attach such individual line thereto and to submit to the owner of such individual line, a charge for such service as provided in Section Eight (8) of Ordinance Number Sixty-three. In addition to which it shall be the duty of the Water commissioner, or an employee of the Water Department under his direction, to turn on the water for service to any household or business establishment desiring to receive water from the municipal water system and so notifying the said Commissioner, and the said Water Commissioner shall receive for such service, a fee as established in Section Five of Ordinance Number Sixty-three.

SUBSECTION 5.-- SHALL READ WATER METERS, SUBMIT BILLS TO CONSUMERS - HAVE AUTHORITY TO RECEIVE PAYMENT OF WATER RENTALS.

And that it shall be the duty of the Water Commissioner, during the last week of each month, except as otherwise established by Ordinance, to read all meters by which all water dispensed from the municipal water system is measured and to compute the amount of water measured through each during the preceding month, or since the last such reading, and with due reference to the Ordinances of the Town with regard to water rental rates, to compute the amount of money due to the Town of Mills from each consumer of water through such meters,

SECTION EIGHT, SUBSECTION 5, (Continued)

and to mail a bill for such money to each water consumer. Provided that the Water Commissioner shall have authority to receive payment of any such money in any case wherein any consumer of water may, for his own convenience, request the Water Commissioner to receive the same; and provided that all moneys so received by the Water Commissioner, or otherwise coming into his hands by virtue of his Office, shall be remitted to the Town Treasurer and covered into the Town Treasury, not later than the First of the month following the receipt of such money.

SUBSECTION 6.-- SHALL DISCONTINUE WATER SERVICE. And that in the event of charges for water consumed remaining unpaid for a period of time longer than that provided by Ordinance, it shall be the duty of the water Commissioner to shut off and stop all water service to the consumer so delinquent in the payment of his bill, as provided in Ordinance Sixty-three, until such charges and all additional charges incidental to the collection thereof, have been paid in full.

SUBSECTION 7.-- SHALL KEEP RECORDS OF RECEIPTS - RENDER ACCOUNTING TO TOWN COUNCIL.

That the Water Commissioner shall keep a clear and accurate record of all moneys coming into his hands by virtue of his Office, together with the receipts of the Town Treasurer showing that all such moneys have been conveyed to such Treasurer as required by law, and shall keep such record and receipts, together with a list of all supplies and other equipment purchased by or for his department, subject at any reasonable time, to inspection by any member of the Town Council; and shall render an accounting of such receipts and the disposal of the same, to the Council body, at any time that the Mayor or the Council may request any such accounting.

SUBSECTION 8.-- ABSENCE. That in the absence of the Water Commissioner, either the Marshal, or a member of the Town Council, or some other person selected by the Council for such service, shall perform the duties and exercise the authority of the Water Commissioner.

SECTION NINE-- FIRE WARDEN, APPOINTMENT, QUALIFICATION,
DUTIES, TERM OF OFFICE, REMOVAL FROM OFFICE, REMUNERATION

SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, TERM OF OFFICE, DUTIES,
REMOVAL FROM OFFICE. MARSHAL TO BE EX OFFICIO FIRE WARDEN --

That the Fire Warden of the Town of Mills shall be appointed in such manner and for such period of time as established in Section One, Subsection 1, and in Section Two, Subsection 3, of this Ordinance, and shall qualify for his Office as required by Section One, Subsection 2, subject to all the provisions and regulations applicable to his Office as therein contained, and to removal from Office as established in Section Two, Subsection 8, and in Section Three, Subsection 4, of this Ordinance; and that he shall have such rights and authority and shall perform such duties for the town of Mills as established by this and other Ordinances of the said Town. And that, unless some person is regularly and duly appointed as Fire Warden of the town of Mills, the Town Marshal thereof shall ex officio Fire Warden, as provided in Section 22-1414 of the Revised Statutes of the State of Wyoming (1931).

SUBSECTION 2.-- SHALL SUPERINTEND EXTINGUISHMENT OF FIRES - BE CUSTODIAN
OF FIRE FIGHTING EQUIPMENT .

That the Fire Warden shall if possible attend all fires involving damage to property within the town of Mills and shall give his personal superintendence to the extinguishment of all such fires; that he shall be the custodian of all fire fighting equipment belonging to the Town and shall have charge of the use of such equipment in fire extinguishment, and shall keep such equipment in reasonable repair and in such condition and situation as to be readily available to any person acting, in the absence of the Fire Warden, to convey such equipment to the scene of any fire; and that he shall inform the Town Council from time to time, concerning repairs and/or replacements necessary for the purpose of keeping such equipment in workable and efficient condition, and shall make such recommendations concerning such repairs or replacements as may be conducive to the best administration of his Office or to the best interest of the Town.

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SECTION NINE-- TOWN FIRE WARDEN

SUBSECTION 3.-- DUTY TO INSPECT HOUSES, BUILDINGS AND FIXTURES THEREOF USED TO HOLD FIRE OR TO CONDUCT SMOKE FROM FIRE - SHALL BE PERMITTED TO ENTER.

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That it shall be the duty of the Fire Warden to go at his convenience and discretion, or immediately if he has received any complaint of any dangerous condition, and in the daytime, and to inspect all houses, buildings and/or other places, within the Town, in which fire is kept or exists, and surroundings of all such buildings and houses, and to ascertain from personal examination the condition of all chimneys, stovepipes, furnaces, grates and other articles or anything used in or around said houses or buildings, in which to hold fire, or to conduct smoke from any fire; and when any such articles or any of the fixtures thereto, are found to be defective in make or material, or so situated as to endanger any property to loss from fire by, or on account of, any such defect, then the Fire Warden shall in writing notify the owner or occupant of the premises within or upon which such defective fire equipment is situated, to repair the same so as to prevent the continuation of such dangerous condition, and he shall, also, direct the manner in which said repair is to be made. And for the purpose of making such inspection, the Fire Warden shall be permitted to enter any house or building within the town of Mills, to which he may request such entrance, unless there is valid and logical reason to refuse such entrance to the Fire Warden; and in no case shall the said Fire Warden be prevented from making the inspection herein provided, for a period of more than thirty days; and any person refusing arbitrarily, or for a period of time longer than herein provided, to allow such inspection, shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be fined as provided in a subsequent section of this Ordinance.

SUBSECTION 4.-- SHALL ORDER REMOVAL OF COMBUSTIBLE MATERIAL, ABATEMENT OF DANGEROUS CONDITION - SHALL FILE COMPLAINT.

That the Fire Warden shall also inspect all streets, alleys, out-lots and vacant lots in the Town and shall direct the removal, by the owner or proprietor thereof, of any inflammable, combustible, or otherwisk dangerous trash, or other matter

SECTION NINE, SUBSECTION 4.-- (Continued)

or material found thereon;

30-372 | or the abatement of any condition likely in his opinion to create a fire hazard; or if the owner or proprietor of the property within or upon which such inflammable matter or material is found, or the dangerous condition exists, is not to be found, the Fire Warden shall notify the Town Council of the existance of such inflammable matter or material, or dangerous condition, upon the said property and the fact that ^a fire hazard is thereby created. And upon the receipt of such notice of such fire hazard, the said Town Council shall treat the same as a nuisance and shall proceed as provided in the Ordinances of the Town, to abate the same. And in the event of any owner or occupant of any property within or upon which any fire hazard, as described herein and in Subsection 3, of this Section, is found by the Fire Warden to exist, and upon receipt by such owner or occupant of ~~any notice of the Fire Warden to alter or repair his fire holding or smoke conveying equipment, or to remove dangerously inflammable matter or material, as provided in this Section, and upon the failure or refusal of the said owner or occupant of the said premises, after a period of not more than three days, or less if the situation may reasonably be said to be one of emergency, to comply with the order of the said Fire Warden with regard to repairs, or other abatement of the fire hazard involved, then the Fire Warden shall sign and file a complaint with the Police Justice of the Town, accusing the said owner or occupant of a misdemeanor and setting forth the nature of the offense and, if convicted, the said owner or occupant shall be fined as provided in a subsequent Section of this Ordinance, and shall be ordered by the said Police Justice, to comply with the said Order of the Fire Warden.~~ the notice of the Fire Warden to alter or repair his fire holding or smoke conveying equipment, or to remove dangerously inflammable matter or material, as provided in this Section, and upon the failure or refusal of the said owner or occupant of the said premises, after a period of not more than three days, or less if the situation may reasonably be said to be one of emergency, to comply with the order of the said Fire Warden with regard to repairs, or other abatement of the fire hazard involved, then the Fire Warden shall sign and file a complaint with the Police Justice of the Town, accusing the said owner or occupant of a misdemeanor and setting forth the nature of the offense and, if convicted, the said owner or occupant shall be fined as provided in a subsequent Section of this Ordinance, and shall be ordered by the said Police Justice, to comply with the said Order of the Fire Warden.

30-374 | SUBSECTION 5.-- REMUNERATION. That unless and until otherwise established by Ordinance of the Town Council, the Fire Warden shall receive no salary for his services to the town of Mills in the Official capacity, but he shall be entitled to receive a fee of Five (\$5.00) dollars in each conviction of an offender against the provisions of this section of this Ordinance, such fees to be collected by the Police Justice in each such conviction,
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SECTION NINE - SUBSECTION 5-- (continued)

from the defendant and paid to the said Fire Warden, the said fee to be in addition to the fine and/or other penalty imposed upon the said defendant.

SUBSECTION 6. -- ABSENCE. That in the absence of the Fire Warden, the Marshal or the Deputy Marshal shall perform the duties and shall have the authority of the Fire Warden, having authority over traffic at the scene of any ~~danger~~ damaging or dangerous fire; and in the absence of any officer, it shall be the right of any resident to convey to the scene of any such fire, all fire fighting apparatus belonging to the Town and to make such use of such equipment as shall seem to be necessary.

This section is Mills custom & decision of town council. No statute covers this.

SECTION TEN -- POUND MASTER, APPOINTMENT, QUALIFICATION, DUTIES, TERM OF OFFICE, REMOVAL FROM OFFICE, REMUNERATION.

SUBSECTION 1.-- APPOINTMENT, QUALIFICATION, TERM OF OFFICE, DUTIES, REMOVAL FROM OFFICE, MARSHAL TO BE EX OFFICIO POUND MASTER.

That the Pound Master of the Town of Mills shall be appointed in the manner and for such period of time, and shall qualify for his Office, subject always to removal therefrom and to other provisions and requirements applicable to his Office, as provided in Section One, Subsection 2; Section Two, Subsection 8; and in Section Three, S. S. 4, respectively, of this Ordinance; that he shall have such rights and authority and shall perform such duties for the town of Mills as provided by this and other Ordinances of the Town. And that, unless some person is regularly and duly appointed, as herein provided, to the Office of Pound Master, the Town Marshal of the said town of Mills shall be ex officio Pound Master.

SUBSECTION 2.-- SHALL BE CARE-TAKER OF TOWN POUND AND OF ANIMALS CONFINED THEREIN, SHALL TAKE UP AND IMPOUND ANIMALS - NOTIFY OWNERS THEREOF.

That the Pound Master of the town of Mills shall be the care-taker of the Town Pound and shall maintain such Pound in such condition and in such repair that animals confined therein shall not suffer unnecessary discomfort or injury and shall not be permitted to escape therefrom. And that it shall be the duty of the Pound Master, as provided by Section Four of Ordinance Number Sixty-eight, to take up and impound any animal found

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PROVIDING FOR THE GOVERNMENT OF THE TOWN OF MILLS BY A TOWN COUNCIL, ETC.-
SECTION TEN, SUBSECTION 2.-- (Continued)

running at large within the town of Mills, contrary to the Ordinances of the Town, and/or any animal known to be, or accused of being, of vicious nature and whose running at large may jeopardize the safety of any person, or that of other ~~xxx~~ animals. And upon confining any animal, or animals, in the Town Pound, the Pound Master shall securely lock or fasten the door or other opening of the said enclosure and shall keep such animal or animals, confined therein until all of the provisions of Ordinances Number Forty-six, Forty-six A, Sixty-eight and all other Ordinances, with regard to such running at large and impounding, of the Town, have been complied with; or in the case of a vicious animal or one accused of being of vicious nature, the Pound Master shall keep the said animal confined in the Town Pound until the disposition of it shall have been decided by the proper authorities according to law. Provided that it shall be the duty of the Pound Master, if the person entitled to the possession of any impounded animal or animals be known to him, to notify such person, at his earliest convenience, of the fact that such animal, or animals, has (or have) been incarcerated. And if the owner or person entitled to the possession of such animal or animals be unknown to the Pound Master, it shall then be his duty to make all reasonable effort, as soon as possible, to discover such owner or person entitled to such possession and to notify him as aforesaid.

SUBSECTION 3.-- AUTHORITY TO COLLECT POUND FEES - RELEASE ANIMALS. That the Pound Master is hereby authorized and empowered to collect Pound Fees, as established by the Ordinances of the Town, and upon payment in full of all such fees by the person entitled to possession of any animal, or by such payment by any person if the animal has been held for a period of five days without the appearance of any person rightfully entitled to its possession, it shall be the duty of the Pound Master to immediately release such animal. Provided that no animal ~~xxxx~~ which is the subject of litigation because of its vicious nature or because of any offense against the peace or safety of the Town, shall be so released, except upon conclusion of the said litigation. And provided further that the Pound Master shall give a receipt to every person paying pound fees to him and shall

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SECTION TEN - SUBSECTION 3 (Continued)

not accept payment of any such fees whatever without furnishing the person so paying with a receipt, and such receipt shall show the amount of such fees paid to the Pound Master, the kind and number of animals held by him and to be released upon such payment, and the number of days such animals or animals has (or have) been in his custody. And the Pound Master shall keep a record of all such receipts, or carbon copies thereof, and shall preserve the same in his files, for examination by any member of the Town Council, or by any elector of the town of Mills.

SUBSECTION 4.-- SHALL TAKE PROPER CARE OF ANIMALS WHILE IMPOUNDED. That the Pound Master shall see that all animals confined in the Town Pound are furnished with clean and sufficient food and drinking water, as provided by Ordinances Number Forty-six, Forty-six A and Sixty-eight and other Ordinances of the Town, and shall endeavor to prevent injury to any such animal, either from any other animal or from any other source, and in the case of any animal in lactation, he shall if possible see that such animal receives proper care.

SUBSECTION 5.-- DISPOSAL OF UNCLAIMED ANIMALS. That the Pound Master is hereby authorized and directed to destroy unclaimed animals, as provided by Section Four of Ordinance Number Sixty-eight; provided that no animal of value shall be so destroyed, but shall be advertised for sale and sold, as provided in Section Three of Ordinance Number Forty-six and amendments thereto; and provided further that no animal shall be destroyed without having been first held for a reasonable period of time, as provided by Ordinance, and without reasonable effort having been made by the Pound Master, to contact and notify the owner or person entitled to possession of such animal, of its incarceration and intended destruction; but in the case of a dog or other animal of no particular and readily apparent value, the effort to contact the owner thereof, herein required of the Pound Master, shall not include advertising in any newspaper, nor other procedure incurring or causing any expense to the town of Mills.