

**TOWN OF MILLS**  
**ORDINANCE NO. 675**

**AN EMERGENCY ORDINANCE ESTABLISHING THE POSITIONS**  
**OF TOWN TREASURER, ASSISTANT TOWN TREASURER, TOWN**  
**CLERK AND ASSISTANT TOWN CLERK**

**WHEREAS**, the Town of Mills is a duly authorized municipal corporation under the laws of the State of Wyoming;

**WHEREAS**, the Town of Mills has the authority under Wyoming State Statutes to create administrative positions in order to manage and carryout the duties and responsibilities of the Town of Mills;

**WHEREAS**, the Town of Mills has created a position of Town Clerk/Treasurer;

**WHEREAS**, due to recent events, the Town of Mills has determined it would be beneficial to create separate positions for the Town Clerk and the Town Treasurer;

**WHEREAS**, the Town of Mills should establish the positions of Assistant Town Clerk and Assistant Town Treasurer so in the absence of the Town Clerk or Town Treasurer the Assistant Town Clerk or Assistant Town Treasurer may act and carry out the duties of the office;

**WHEREAS**, in order to implement the positions of Town Clerk, Assistant Town Clerk, Town Treasurer, and Assistant Town Treasurer, the position of Town Clerk/Treasurer should be eliminated;

**WHEREAS**, the Town of Mills has determined it may be beneficial to allow the Town Clerk to hold the office of Assistant Town Treasurer and act in the absence of the Town Treasurer, and the Town Treasurer to hold the office of Assistant Town Clerk and act in the absence of the Town Clerk. The Mayor, with advice and consent of the Town Council, shall determine the duties of the four positions as the needs of the Town may demand;

**WHEREAS**, the Mayor, along with the appointed officer, should create a document entitled Responsibility of Office outlining the duties and responsibilities of the particular position and present the document to the Town Council for their review and general approval; and

**WHEREAS**, the Town of Mills, in light of recent events and in light of the fact these positions are not filled and there is a lack of redundancy in the positions and their duties, will consider this on an emergency ordinance basis.



**5/26/2016 10:35:39 AM**

**NATRONA COUNTY CLERK**

**Pages: 2**

Renea Vitto  
Recorded: SA  
Fee: \$15.00  
TOWN OF MILLS

**1012609**

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


- 1) The position of Town Clerk/Treasurer is eliminated.
- 2) The position of Town Clerk is created.
- 3) The position of Town Treasurer is created.
- 4) The position of Assistant Town Clerk is created.
- 5) The position of Assistant Town Treasurer is created.
- 6) The Town Clerk may hold the position of Assistant Town Treasurer if designated by the Mayor and approved by the Town Council.
- 7) The Town Treasurer may hold the position of Assistant Town Clerk if designated by the Mayor and approved by the Town Council.

**BE IT FURTHER ORDAINED** the positions shall be nominated by the Mayor and approved by the Town Council.

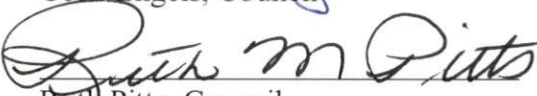
**BE IT FURTHER ORDAINED** this ordinance is presented for consideration to the governing body on an emergency basis inasmuch as there is a lack of redundancy within the duties and checks and balances within these positions and additional personnel need to be designated in order that checks and other documents may be appropriately signed.

PASSED AND APPROVED on the first reading as an emergency ordinance this 25<sup>th</sup> day of May, 2016.


  
\_\_\_\_\_  
Seth Coleman, Council

  
\_\_\_\_\_  
Marrolyce Wilson, Mayor

  
\_\_\_\_\_  
Cecil Engels, Council

  
\_\_\_\_\_  
Ruth Pitts, Council

ATTESTED:

  
\_\_\_\_\_  
Christine Trumbull, Interim Clerk

