



AGENDA
Town Council Meeting
April 13th, 2020
9:00am

#	Item	Notes
1.	<u>Call Meeting to Order By Mayor: 9:00am</u>	
2.	<u>Joni: Audit Results FY 19- through Zoom</u>	
3.	<u>Cameron:</u> <ul style="list-style-type: none"> <u>Library Computer/Use Agreement</u> 	
4.	<u>Sabrina:</u> <ul style="list-style-type: none"> <u>WAM Membership</u> <u>Sustainable Strategies</u> 	
5.	<u>Scott Radden:</u> <ul style="list-style-type: none"> <u>Resolution 2020-11:</u> A Vacation and Replat of Lots 12,13,14, Block 4 for the Hills Replat <u>Resolution 2020-12:</u> A Vacation and Replat of Lots 1 & 2, Block 39, for the Beem Replat <u>Resolution 2020-13</u> A Vacation and Replat of Lots 1,2,3 Natrona County Business Park <u>Resolution 2020-14</u> A Vacation and Replat of Tract B of the Robertson Hills Commons and Tracts 1C, 2C, 3C, 4C of the Robertson Hills Commons 	
6.	<u>Christine</u> <ul style="list-style-type: none"> Water Abatement write offs: \$132.65 5 residents and 1 business 	
7.	<u>Seth:</u> <ul style="list-style-type: none"> <u>Roof Replacement Town Hall</u> <u>Hire a Janitor and Library Person</u> <u>Jonah Bank</u> <u>COVID-19 Update</u> <u>Budget</u> 	

*****AGENDA SUBJECT TO CHANGE WITHOUT NOTICE*****

Upcoming Council Meetings

Work Sessions: April 28th, 2020 @ 6:00pm/May 11th, 2020 @ 9:00am/ May 12th, 2020 @ 6:00pm

Council Meetings: April 28th, 2020 @ 7:00pm/ May 12th, 2020 @ 7:00pm/ May 26th, 2020 @ 7:00pm



Computer Acceptable Use Policy

TOWN OF MILLS PUBLIC LIBRARY COMPUTER ACCEPTABLE USE POLICY

The Town of Mills Public Library has computers available to serve the educational, informational, and recreational needs of the community. On selected computers access to the Internet is offered.

Utilization of the computers and internet network connections (including wireless connectivity) for any purpose constitutes acceptance of the terms of this Computer Acceptable Use Policy. Users are personally responsible for their acts or omissions in connection with utilization in derogation of this policy.

Violation of this policy may result in revocation of privileges and/or immediate termination of the violator's relationship with the Town of Mills Public Library and could lead to civil or criminal prosecution.

The Town of Mills Public Library and by extension the Town of Mills is authorized by anyone using the computers to cooperate with any governmental and/or civil authorities in prosecution of any criminal and/or civil matter against any person who violates this policy. This may include providing access to any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the Town of Mills Public Library which are requested by governmental or civil authorities through subpoena, court order, or other legal process, or at the town's discretion if presented with a request from a governmental body or entity which the Town regards as reasonable in its sole judgment..

All users of the computers or the Internet agree to indemnify and hold the Town of Mills Public Library and the Town of Mills harmless from any and against all claims, demands, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, and network connections. In no event shall the Town of Mills Public Library nor the Town of Mills have any liability for damages of any kind or description including, but not limited to, lost profits or for indirect, special, punitive, or consequential damages or any liability to any party including third parties, even if the Town of Mills Public Library or the Town of Mills is advised of the possibility of such damages.

Information accessible from the Internet is not generated by the Town of Mills Public Library or the Town of Mills and is not necessarily accurate, authoritative, complete, or current. Material on the Internet is not pre-screened, monitored, censored, endorsed or ratified by the Town of Mills Public Library or the Town of Mills. The Town of Mills Public Library and the Town of Mills waives any responsibility for content accessible from the Internet.

Due to the right and need for the Town of Mills Public Library and the Town of Mills to monitor compliance with this policy, utilization of the computers that requires privacy of any kind for any purpose is not supported and is prohibited.

Any person utilizing the computers understand and agree that they are specifically waiving any expectation or right to privacy in their communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted on computers.

The following rules and regulations will govern use of all computers:

ACCESS

1. Patrons using computers by themselves must be in the third grade or higher. Children less than third grade level may use computer with an adult patron.
2. No more than one patron may use any of the computers at once. Staff may grant exceptions to parents with children and adults working on collaborative projects).
3. Library staff may not be trained in or knowledgeable about individual software programs available on the computers and the users of the computers shall not regard them as guarantying any information or advice regarding the utilization of the same.
4. Repairs to computers are made without notice. When technicians arrive, computer users will stop work to allow repairs to be made. A user may save current documents on a storage device.
5. Electronic mail accounts, chat lines, instant messaging, list serves and news groups are not provided by the Library. Software provided to utilize these or other resources does not constitute an endorsement or

promotion of that product or any point of view or opinion expressed therein.

6. Parents or guardians of minors may wish to closely monitor their child's access to the Library computers and the Internet. As is the case with all Library materials, the right to restrict a minor's access to materials rests firmly with the parent or guardian.
7. The Library reserves the right to designate certain equipment for use by patrons in need of special physical accommodation. This may require patrons without need of such accommodation to move or relinquish their spots on this equipment, with every effort being made to find them alternative space in a timely manner.

WIRELESS (WiFi) COMPUTING

Patrons wishing to access the Library's wireless network must follow the Library's established policies, guidelines, and regulation. Staff are not responsible for setting up personal computers to work within the Library's wireless access.

By accessing the wireless network, you acknowledge that you're of legal age, you have read and understood and agree to be bound by this agreement.

The wireless network service is provided by the Town of Mills and access to it is completely at its discretion. Your access to the network may be blocked, suspended, or terminated at any time for any reason.

You agree not to use the wireless network for any purpose that is unlawful and take full responsibility of your acts.

The wireless network is provided "as is" without warranties of any kind, either expressed or implied.

FILTERING

1. The Town of Mills Public Library supports the free and open nature of the Internet and realizes the limitation of technical restrictions placed on

its use. Filtering services are provided for all patrons but are not guaranteed as to their effectiveness.

2. Computers are set to restrict access to certain material on the Internet including but not limited to Adult websites and hacking related sites.

INTERNET MANAGEMENT SOFTWARE

1. The Library may use software to manage the registration and operation of its computers.
2. Local residents or frequent users of the Library's computers must have a Town of Mills Public Library card.

3. Fines and fees will not block patrons from use.

SCHEDULING

Computers are available on a first-come, first-served basis unless designated as a reservable terminal. Computer use is restricted to the limitations posted on an individual machine or group of machines. Limitations may be subject to change without notice.

SOFTWARE

1. The Library System provides selected software. The software shall be designed for informational, educational, or recreational uses. No other software may be installed, downloaded, used, or copied to the computers.
2. Saving user files on the computers is not permitted. User files may be saved to a storage device.
3. The Library and the Town of Mills is not responsible for damage to the user's disk or computer, or for any loss of data, damage, or liability that

may be incurred from the customer's use of the library's computers.

4. The software provided by the Library for public use is protected under U.S. Copyright Law. Patrons are forbidden to make copies of software for any reason or purpose. (Title 17 U.S. Code)

SUSPENSION OF USE PRIVILEGES

1. Suspension of use privileges shall be at in the sole discretion of the Town of Mills Public Library staff. The supervisors in charge may use their judgment in denying the use of the computer to individuals or groups. Service units shall notify other service unit supervisors of patrons who have been suspended and the length of the suspension.
2. Any abuse or misuse of the computers, associated hardware, Internet, or Library software will result in suspension of use privileges. This includes, but is not limited to, copying library software; uploading, downloading, or installing any software to the computers; attempts to access or change set-up programs, resources, features, contents or controls of the computers; or utilization of any resource causing damage to or altering the operations, functions, or designs of the computers.
3. Use of computers is for educational, informational, and recreational purposes only. Any utilization which is illegal, criminal, or unethical or infringes on the rights or liberties of another is strictly prohibited.
4. Utilization of the computers to access, view, print, store, transmit, disseminate or sell any information protected by law or subject to privilege or an expectation of privacy is strictly prohibited.
5. Utilization of the computers involving communications, materials, information, data, or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, antisocial, or in violation of any other policy of the Town of Mills Public Library is strictly prohibited.
6. Utilization of the computers which causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret,

confidential or proprietary data and information, or communications of another to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner is strictly prohibited.

7. Granting access to persons not authorized by Town of Mills Public Library to any of the computers, either an intentional action such as disclosure of account information or unintentional action such as failure to log off, will result in suspension of use privileges.
8. The Library will actively seek to prohibit the use of Internet resources by those individuals prohibited by law, court order, conditions of parole or pardon, or other legally binding restriction. This may include identification of users on parole, probation, or list of sexual predators.

Resolution No. 2020-11

A RESOLUTION FOR THE TOWN OF MILLS, BLOCK 4, LOT 19, TOWN OF MILLS, WYOMING; A VACATION & REPLAT OF LOTS 12, 13 AND 14, BLOCK 4, TOWN OF MILLS, WYOMING, A SUBDIVISION OF A PORTION OF THE SE1/4SW1/4, SECTION 7, TOWNSHIP 33 NORTH, RANGE 79 WEST, 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, Mr. and Mrs. Stuart Hill are the Owners of Lots 12, 13 and 14, Block 4, Town of Mills, Wyoming, A Subdivision of a Portion of the SE1/4SW1/4, Section 7, Township 33 North, Range 79 West, 6th Principal Meridian, Natrona County, Wyoming; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property to Lot 19, Block 4 of the Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot size and lot width requirements for the Established Residential Zoning District; and

WHEREAS, the Planning and Zoning Board met on 2 April 2020 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills Town Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 14 April 2020, and approved Block 4, Lot 19, Town Of Mills, Wyoming; A Vacation & Replat of Lots 12, 13 And 14, Block 4, Town Of Mills, Wyoming, A Subdivision of a Portion of the SE1/4SW1/4, Section 7, Township 33 North, Range 79 West, 6th Principal Meridian, Natrona County, Wyoming.

1. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED, AND ADOPTED this 14th Day of April 2020.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R. Ives, Council

Ronald Wales, Council

ATTEST:

Christine Trumbull, Town Clerk



704 Fourth Street
P.O. Box 789
Mills, Wyoming 82644
Phone: 307-234-6679
Fax: 307-234-6528

MEMORANDUM

Date: 3 April 2020
To: Mills Town Council
From: Scott S. Radden, Town Planner
Subject: 14 April 2020 Council Meeting

REP 1 -2020: Town of Mills, Block 4, Lot 19, Town of Mills, Wyoming; A vacation & replat of Lots 12, 13 and 14, Block 4, Town of Mills, Wyoming; A subdivision of a portion of the SE1/4SW1/4, Section 7, Township 33 North, Range 79 West, 6th Principal Meridian, Natrona County, Wyoming (Owner/ Applicant: Stuart & Eileen Hill).

Background:

Mr. & Mrs. Hill are the owner of Lots 12, 13 and 14, Block 4, Town of Mills, Wyoming. The property is 16,813 sq. ft. (combined) in size and is currently zoned Established Residential (E-R). The intent of the replat is to combine Lots 12-14 into one Lot (Lot 19) and have a residence with a larger shop on the same property.

Utility providers were provided the replat by email on 27 February 2020.

No requests were provided by utility providers as of writing this report.

Mills staff were provided the replat to review on the 27 February 2020.

No requests were provided by Staff as of writing this report.

The following items were considered in the review:

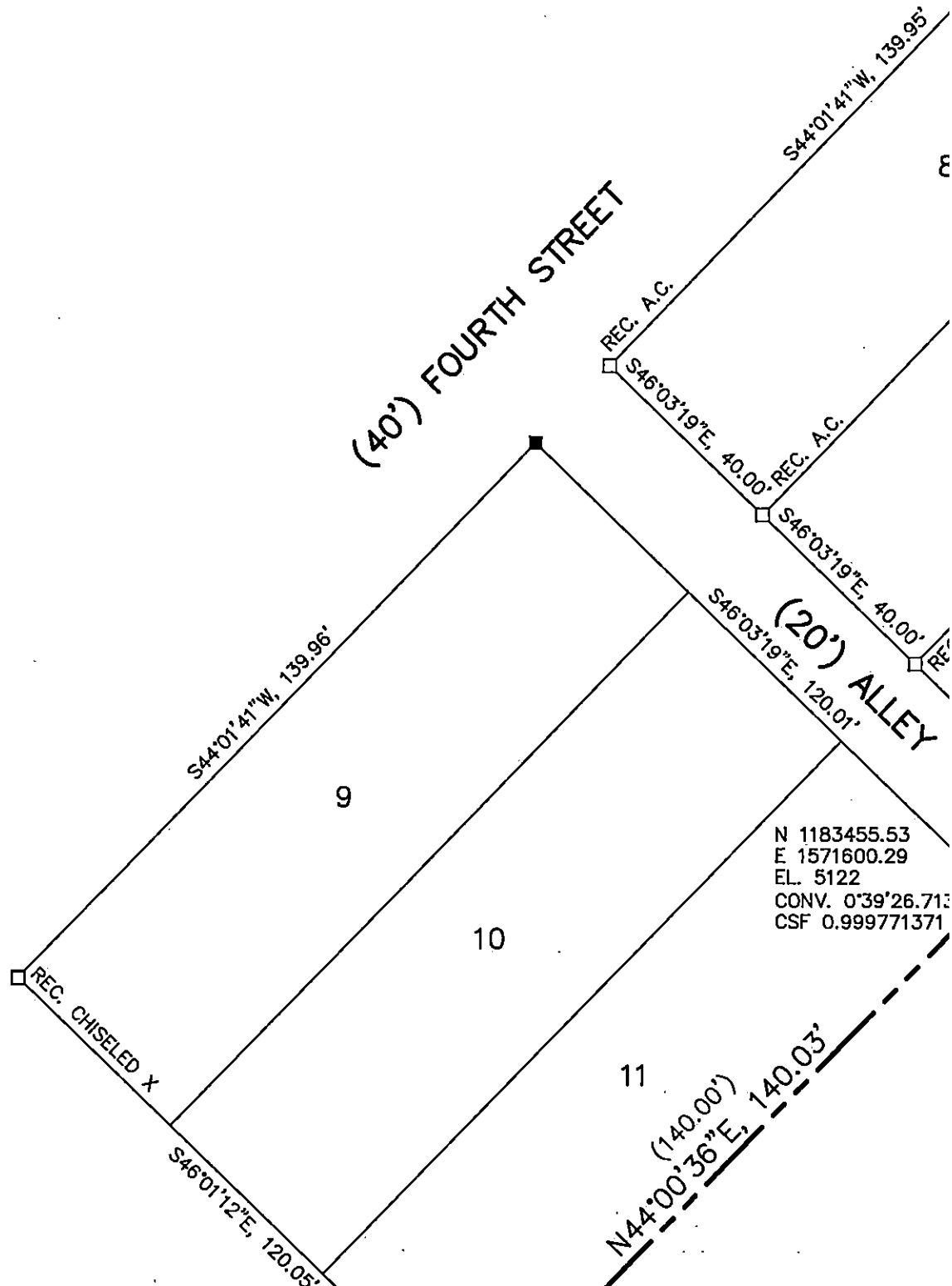
1. The replat complies with the subdivision standards of the Town of Mills.
2. The platted Tracts/Lots meet the minimum lot size requirement for the Established Residential (E-R) Zoning District.

Staff Recommendation:

Staff finds the replat complies with requirements and recommends the Planning and Zoning Board forward a "DO PASS" recommendation to the Town Council for REP 1-2020 with the following conditions:

1. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.

At the 2 April 2020 P&Z Board meeting, the Board forwarded at "Do Pass" recommendation to the Town Council for REP 4-2020.



(40') FOURTH STREET

(20') ALLEY

N 1183455.53
E 1571600.29
EL. 5122
CONV. 0°39'26.71"
CSF 0.999771371

S44°01'41" W, 139.96'

9

10

11

(140.00')
N44°00'36" E, 140.03'

REC. CHISELED X

REC. A.C.

REC. A.C.

S46°03'19" E, 40.00'

S46°03'19" E, 40.00'

S46°03'19" E, 120.01'

S46°03'19" E, 40.00'

S46°01'12" E, 120.05'

Resolution No. 2020-12

**A RESOLUTION FOR THE VACATION AND REPLAT OF LOTS 1 & 2,
BLOCK 39, TOWN OF MILLS TO BE KNOWN AS LOTS 18 AND 19,
BLOCK 39, TOWN OF MILLS, WYOMING; AN ADDITION TO THE
TOWN OF MILLS, WYOMING, BEING A PORTION OF THE
SW1/4NW1/4 OF SECTION 7, TOWNSHIP 33 NORTH, RANGE 79 WEST,
6TH P.M. NATRONA COUNTY, WYOMING**

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, Donna Beem is the Owner of Lots 1 & 2, Block 39, Town of Mills, Wyoming, A Subdivision of a Portion of the SW1/4NW1/4, Section 7, Township 33 North, Range 79 West, 6th Principal Meridian, Natrona County, Wyoming; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property as Lots 18 and 19, Block 39 of the Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot size and lot width requirements for the Established Residential Zoning District; and

WHEREAS, the Planning and Zoning Board met on 2 April 2020 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills Town Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 14 April 2020, and approved the Vacation and Replat of Lots 1 & 2, Block 39, Town of Mills to be known as Lots 18 and 19, Block 39, Town of Mills, Wyoming; an addition to the Town of Mills, Wyoming, being a portion of the SW1/4NW1/4 of Section 7, Township 33 North, Range 79 West, 6th P.M. Natrona County, Wyoming

1. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED, AND ADOPTED this 14th Day of April 2020.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R. Ives, Council

Ronald Wales, Council

ATTEST:

Christine Trumbull, Town Clerk



704 Fourth Street
P.O. Box 789
Mills, Wyoming 82644
Phone: 307-234-6679
Fax: 307-234-6528

MEMORANDUM

Date: 3 April 2020
To: Mills Town Council
From: Scott S. Radden, Town Planner
Subject: 14 April 2020 Council Meeting

REP. 2 -2020: A Vacation and Replat of Lots 1 & 2, Block 39, Town of Mills to be known as Lots 18 and 19, Block 39, Town of Mills, Wyoming; an addition to the City of Mills, Wyoming, being a portion of the SW1/4NW1/4 of Section 7, Township 33 North, Range 79 West, 6th P.M. Natrona County, Wyoming (Owner/ Applicant: Donna Beem).

Background:

Donna Beem the owner of Lots 1 & 2, Block 39, Town of Mills. The property is approximately 11,212 sq. ft. (combined) in size and is currently zoned Established Residential (E-R). The intent of the replat is to re-establish the lot lines to allow the current owner to continue residence on Lot 18, while creating a separate lot (Lot 19) to sell separately.

Utility providers were provided the replat by email on 27 February 2020.

No requests were provided by utility providers as of writing this report.

Mills staff were provided the replat to review on the 27 February 2020.

- Matt Williams, Town Engineer, responded on 24 March: Need 20' utility easement shown across the SE portion of Lot 18. Water & sewer lines for Lot 19 must be accessed from Platte Avenue.
- Paul Svenson, P.L.S, CFeds, responded on 23 March with suggested changes that were sent to CEPI.
- Revisions to the plat are currently being made as of writing this report.

The following items were considered in the review:

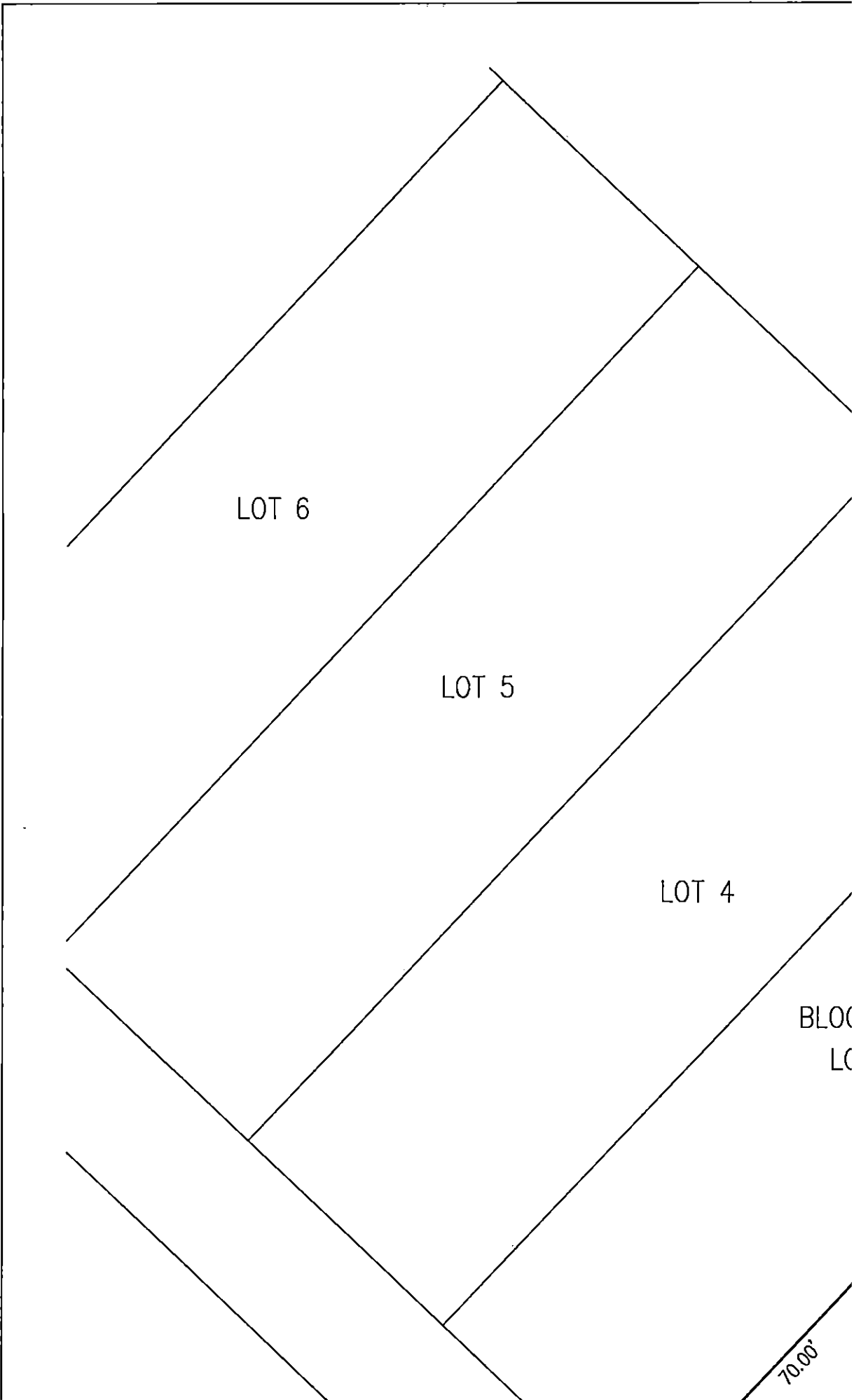
1. The replat complies with the subdivision standards of the Town of Mills.
2. The platted Lots meet the minimum lot size requirement for the Established Residential (E-R) Zoning District.

Staff Recommendation:

Staff finds the replat complies with requirements and recommends the Planning and Zoning Board forward a "DO PASS" recommendation to the Town Council for REP 2-2020 with the following conditions:

1. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.

At the 2 April 2020 P&Z Board meeting, the Board forwarded a "Do Pass" recommendation to the Town Council for REP 2-2020.



LOT 6

LOT 5

LOT 4

BLOCK
LC

70.00'

Resolution No. 2020-13

A RESOLUTION FOR NATRONA BUSINESS PARK NO. 2, A VACATION AND REPLAT OF LOTS 1, 2 AND 3, NATRONA BUSINESS PARK, AN ADDITION TO THE TOWN OF MILLS, WYOMING AND A SUBDIVISION OF PORTIONS OF THE SE1/4SW1/4 AND SW1/4SE1/4, SECTION 1, TOWNSHIP 33 NORTH, RANGE 80 WEST, 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, Cornerstone-Mills Partners, Limited Partnership is the owner of Lots 1-3, Natrona Business Park and a subdivision of portions of the SE1/4SW1/4 and SW1/4SE1/4, Section 1, Township 33 North, Range 80 West, 6th P.M., Town of Mills, Wyoming; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property as Natrona Business Park No. 2, Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot size and lot width requirements for the Established Business Zoning District; and

WHEREAS, the Planning and Zoning Board met on 2 April 2020 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills Town Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 14 April 2020, and approved Natrona Business Park No. 2, a vacation and replat of Lots 1, 2 and 3, Natrona Business Park, an addition to the Town of Mills, Wyoming and a subdivision of portions of the SE1/4SW1/4 and SW1/4SE1/4, Section 1, Township 33 North, Range 80 West, 6th Principal Meridian, Natrona County, Wyoming

1. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED, AND ADOPTED this 14th Day of April 2020.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R.Ives, Council

Ronald Wales, Council

ATTEST:

Christine Trumbull, Town Clerk



704 Fourth Street
P.O. Box 789
Mills, Wyoming 82644
Phone: 307-234-6679
Fax: 307-234-6528

MEMORANDUM

Date: 3 April 2020
To: Mills Town Council
From: Scott S. Radden, Town Planner
Subject: 14 April 2020 Council Meeting

REP 3-2020: Natrona Business Park No. 2, a vacation and replat of Lots 1, 2 and 3, Natrona Business Park; an addition to the Town of Mills, Wyoming and a subdivision of portions of the SE1/4SW1/4 and SW1/4SE1/4, Section 1, Township 33 North, Range 80 West, 6th Principal Meridian, Natrona County, Wyoming. (Owner/Applicant: Cornerstone Mills Partners, Limited Partnership/ Town of Mills).

Background:

Cornerstone Mills Partners, Limited Partnership is the owner of Lots 1-3, Natrona Business Park and a subdivision of portions of the SE1/4SW1/4 and SW1/4SE1/4, Section 1, Township 33 North, Range 80 West, 6th P.M., Town of Mills, Wyoming. The property is approximately 4.6 acres in size and is currently zoned Established Business (E-B). The intent of the replat is to combine Lots 1-3 Natrona Business Park and subdivision portions of the SE1/4SW1/4 and SW1/4SE1/4, Section 1, Township 33 North, Range 80 West to make one lot in which an apartment complex is proposed to be built upon. Also, a section of property (13.66' X 106') will be dedicated as public right-of-way for Natrona Avenue that will be used as a dedicated bus pull-out area for The Bus.

Utility providers were provided the replat by email on 17 March 2020.

No requests were provided by utility providers as of writing this report.

Mills staff were provided the replat to review on the 17 March 2020.

No requests were provided by Staff as of writing this report.

The following items were considered in the review:

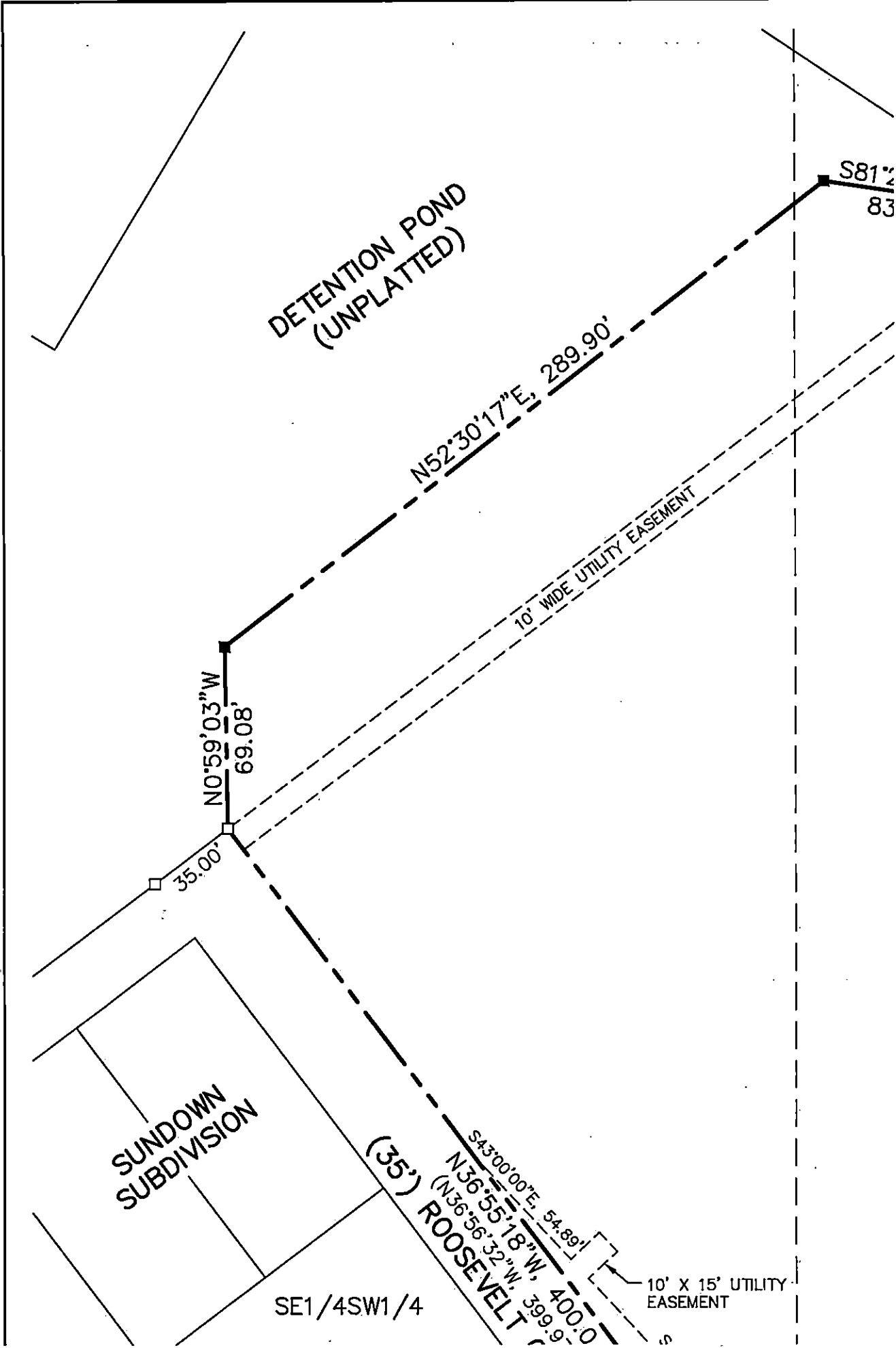
1. The replat complies with the subdivision standards of the Town of Mills.
2. The platted Lot meet the minimum lot size requirement for the Established Business (E-B) Zoning District.

Staff Recommendation:

Staff finds the replat complies with requirements and recommends the Planning and Zoning Board forward a "DO PASS" recommendation to the Town Council for REP 1-2020 with the following conditions:

1. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.

At the 2 April 2020 P&Z Board meeting, the Board forwarded a "Do Pass" recommendation to the Town Council for REP 3-2020.



DETENTION POND
(UNPLATTED)

SUNDOWN
SUBDIVISION

SE1/4SW1/4

(35')
ROOSEVELT

10' WIDE UTILITY EASEMENT

10' X 15' UTILITY
EASEMENT

N0°59'03"W
69.08'

N52°30'17"E, 289.90'

S81°2'
83

35.00'

S43°00'00"E, 54.89'
N36°55'18"W, 400.0'
N36°56'32"W, 399.9'

Resolution No. 2020-14

A RESOLUTION FOR ROBERTSON HILLS COMMONS 2, A VACATION AND REPLAT OF TRACT B OF ROBERTSON HILLS COMMONS, AND TRACTS 1C, 2C, 3C AND 4C OF ROBERTSON HILLS 2, LOCATED IN THE S1/2NW1/4 OF SECTION 11, T33N, R80W OF THE 6 P.M., TOWN OF MILLS, NATRONA COUNTY, WYOMING

WHEREAS, the Town of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, Robertson Hills Development, LLC is the owner of Tract B of Robertson Hills Commons, and Tracts 1C, 2C, 3C and 4C of Robertson Hills 2, located in the S1/2NW1/4 of Section 11, T33N, R80W of the 6 P.M., Town of Mills, Natrona County; and

WHEREAS, said owner has petitioned the Town of Mills to vacate and replat said property as Robertson Hills Commons 2, Town of Mills; and

WHEREAS, said plat was modified to satisfactorily address requests and requirements made by Town Staff and Utility Providers; and

WHEREAS, said plat complies with the Town of Mills subdivision standards; and

WHEREAS, said plat complies with the minimum lot size and lot width requirements for the Established Business Zoning District; and

WHEREAS, the Planning and Zoning Board met on 2 April 2020 and forwarded a “Do Pass” recommendation for said plat to the Town Council.

THEREFORE, BE IT RESOLVED, the Mills Town Council considered the application and recommendations of staff and the Planning and Zoning Board at a Council meeting held on 14 April 2020, and approved Robertson Hills Commons 2, a vacation and replat of Tract B of Robertson Hills Commons, and Tracts 1C, 2C, 3C and 4C of Robertson Hills 2, located in the S1/2NW1/4 of Section 11, T33N, R80W of the 6 P.M., Town of Mills, Natrona County, Wyoming.

1. Upon Town Council approval, a “Final Plat” will be provided to the Town of Mills for recordation with the Natrona County Clerk’s Office.

PASSED, APPROVED, AND ADOPTED this 14th Day of April 2020.

TOWN OF MILLS, WYOMING

Seth Coleman, Mayor

Sara McCarthy, Council

James Hollander, Council

Darla R. Ives, Council

Ronald Wales, Council

ATTEST:

Christine Trumbull, Town Clerk



704 Fourth Street
P.O. Box 789
Mills, Wyoming 82644
Phone: 307-234-6679
Fax: 307-234-6528

MEMORANDUM

Date: 3 April 2020
To: Mills Town Council
From: Scott S. Radden, Town Planner
Subject: 14 April 2020 Council Meeting

REP. 4-2020: Robertson Hills Commons 2, a vacation and replat of Tract B of Robertson Hills Commons, and Tracts 1C, 2C, 3C and 4C of Robertson Hills 2, located in the S1/2NW1/4 of Section 11, T33N, R80W of the 6-P.M., Town of Mills, Natrona County, Wyoming (Owner/Applicant: Robertson Hills Development, LLC)

Background:

Robertson Hills Development, LLC is the owner of Tract B of Robertson Hills Commons, and Tracts 1C, 2C, 3C and 4C of Robertson Hills 2, Town of Mills, Wyoming. The property is approximately 3.91 acres in size and is currently zoned Developing Business (D-B). The intent of the replat is to create smaller lots from the existing tracts. Access onto Poison Spider Blvd. is limited by means of a 20' access easement across the south portions proposed Lots 1-3 and on the eastern boundary of Lot 3. There is also a 50' wide access and utility easement across the northern portions of lot 1-5. Lot 6 has a 30' wide utility easement on the north side and a 15' utility easement on the south side.

Utility providers were provided the replat by email on 18 March 2020, and revisions sent out again on 1 April 2020.

No requests were provided by utility providers as of writing this report.

Mills staff were provided the replat to review on the 18 March 2020, and revisions sent out again on 1 April 2020

No requests were provided by Staff as of writing this report.

The following items were considered in the review:

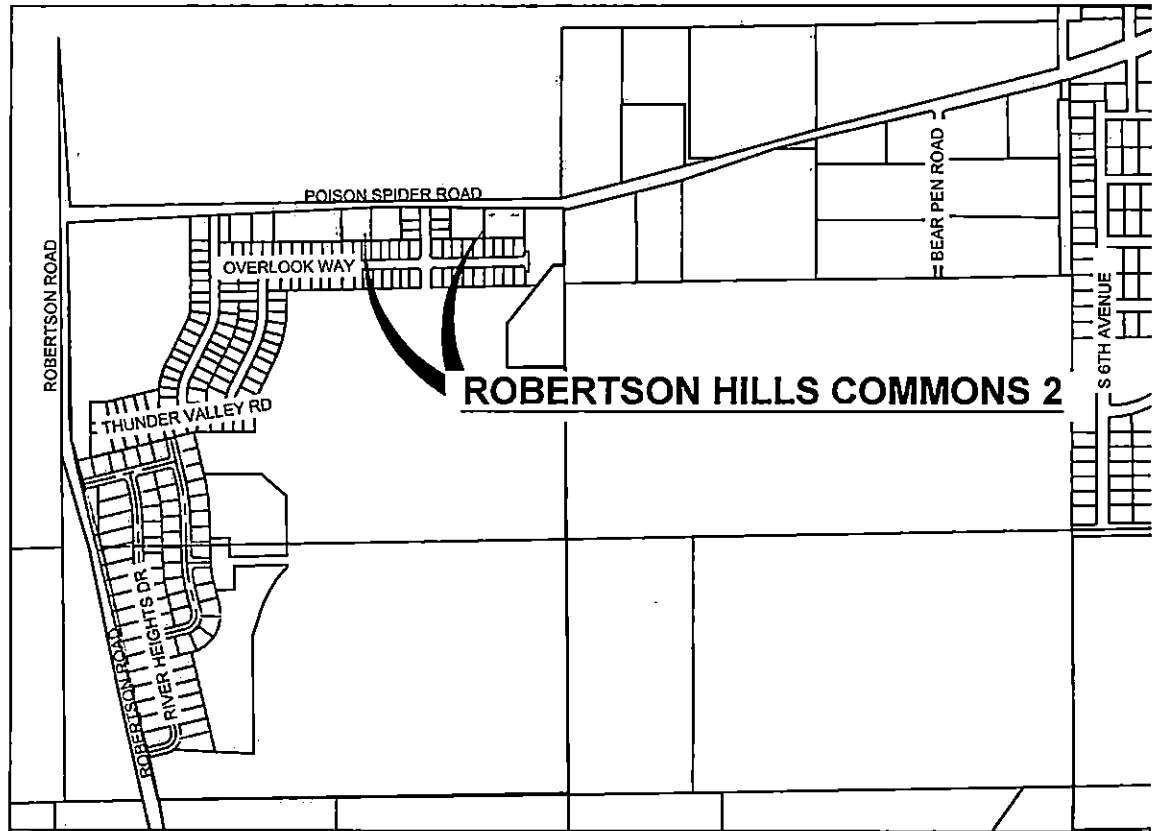
1. The replat complies with the subdivision standards of the Town of Mills.
2. The platted Lot meet the minimum lot size requirement for the Established Business (E-B) Zoning District.

Staff Recommendation:

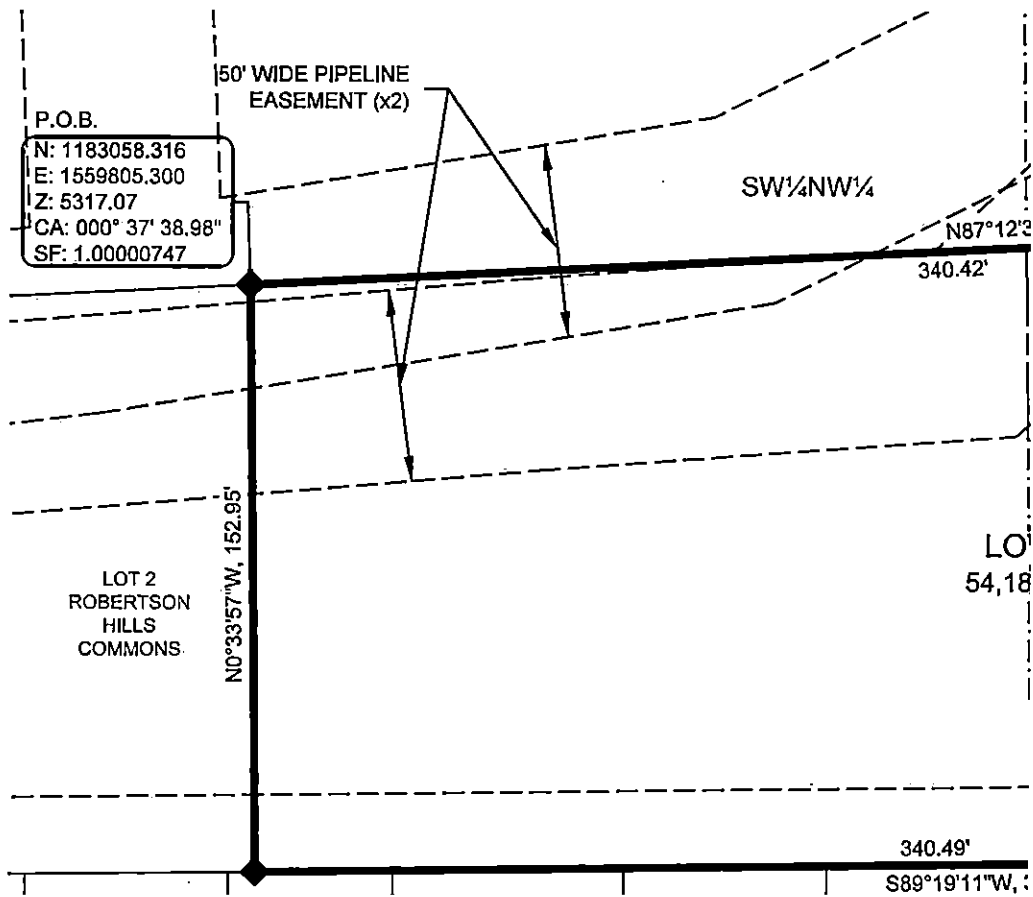
Staff finds the replat complies with requirements and recommends the Planning and Zoning Board forward a “DO PASS” recommendation to the Town Council for REP 4-2020 with the following conditions:

1. That the Owner complies with all local, state and federal rules and regulations governing the development of the lots.

At the 2 April 2020 P&Z Board meeting, the Board forwarded at “Do Pass” recommendation to the Town Council for REP 4-2020.



**LOCATION MAP
TOWN OF MILLS, WYOMING**





TOWN OF MILLS

EST. 1921

WATER BILL ABATEMENT POLICY

This document is to set forth policy and procedures regarding the application for water bill abatement due to the COVID 19.

Overview:

On March 13, 2020, the President of the United States, Donald J. Trump, proclaimed a National Emergency Concerning the Novel Coronavirus Disease (COVID 19) Outbreak. As well as on March 13, 2020, the Governor of the State of Wyoming, Mark Gordon, declared a state of emergency to exist in Wyoming due to the Novel Coronavirus Disease (COVID 19) Outbreak. The Governing Body of the Town of Mills recognizes that the residents of the Town of Mills will be and are being impacted due to restrictions and requests being placed upon them in this time of emergency. Municipalities generally have it under their authority to take such actions as are appropriate, within the limits of their authority, to seek to protect the health, safety and welfare of their citizens with such provisions set out in WS 15-1-101 et seq.

The Governing Body of the Town of Mills desires to seek to abate water charges for qualifying residents and businesses of the Town of Mills for up to two (2) months. The Governing Body of the Town of Mills recognizes the need to assist residents who have been laid-off and businesses who have laid-off employees, closed their doors or been forced to scale back their business services due to the Coronavirus and believes this program will address those needs. The public benefits of this project will be to aid qualified residents and businesses to use their monetary funds on alternate items as opposed to their water bill and will further operate to preserve the Town's funds in this time of emergency, and further, the specific goals and measures of success of this project would offer qualified residents additional funding for required home items and allow qualified businesses some relief in their expenses due to required scale-backs and closures required by the State Department of Health.

WATER BILL ABATEMENT PROGRAM AGREEMENT:

It is the policy agreement that the resident or business in the Town of Mills will fill out an application for Water Abatement. After reading this policy, and filling out an application for abatement of water they will sign the sheet and agree to the terms of the policy. All applications will be turned in to the Town Clerk and will be reviewed and voted on in a Council Meeting. The Town Clerk will review for accuracy and then forward the applications that qualify to the Town of Mills Governing Body. Eligible residents and business applications will be forwarded to the Governing Body for approval. All residents and businesses who wish to obtain an application will need to contact the Town of Mills

Policy:

- The resident or business must be in current standing as of March 13th, 2020.
- If the resident or business is not in current status and has past due charges they will be not considered for this program but can call the office and set up a payment plan.
- If the resident or business qualifies for the program the water charges will be looked at by the Governing Body to be a credit towards the balance of the bill.
- The resident or business, if they qualify for the Water Abatement Program, can still set up a payment plan for the remaining balance owing.

Compliance with Policy, Violations and Consequences

Residents or businesses that violate this agreement, or give false information will be responsible for the paying the water charges on the account that were abated by Council.

RESPONSIBILITIES OF THE RESIDENTS AND BUSIENSSES:

- Fill out application with the appropriate information needed to follow the rules of the Water Abatement Program.
- The resident or business will still be responsible for paying the sewer and sanitation charges on the account. Payment plans are available to be set up to pay that portion of the Town of Mills. The payments that are set up must be made on time and if any changes need to be made they need to call the Town Clerk and set up a new payment agreement.
- This program will give up to two (2) months of water charges on the account as a credit towards balance owing on the account.
- The resident or business must call the Town Clerk of changes to their current situation.

Town Clerk

Town Clerk responsibilities include:

- Implementing and updating the policy and procedures that govern the water abatement.

- Communicating with the resident or business on the how the program will work.
- Ensuring that these procedures set forth in the policy are not abused.
- Providing resident and business with program information.
- Obtaining signed acknowledgement application from the resident or business.
- Ensuring that the account is in good standing as of March 13th, 2020.
- Appropriate record keeping on account of water write off.
- Notify the resident or business when the two months is up.

RESPONSIBILITIES OF OTHER PERSONNEL

Office Staff: Are responsible for taking the application over the phone or in person and examining the account status and giving them the policy on this program. Any questions on this program the resident or business may be directed to the Town Clerk.

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of this Water Abatement Program and Procedures. I also acknowledge that I have been given the opportunity to discuss and to ask questions regarding all charges on account and what will maybe approved by Council. I agree to abide by the policies set forth in this Water Abatement Program and will notify the town if current status changes before the 2 months is up, and understand that compliance with these policies is necessary for continued participation in the program. My signature below certifies my knowledge, acceptance, and adherence to the Town of Mills Water Abatement Program, rules, and regulations. I understand that the original of this acknowledgement will be attached to my water account and kept on record.

Signature _____ Date _____

Witness _____ Date _____