



TOWN OF MILLS
EST. 1921

SPECIAL TOWN HALL MEETING

July 8th, 2019

Meeting called to order by Mayor Coleman at 9:00 a.m.

Present: Mayor Coleman, Councilman McCarthy, Councilman Ives, Councilman, Councilman Hollander, Councilman Wales

Pledge of Allegiance:

Mayor asked for a motion to go into executive session for a personnel issue.

Councilman Hollander made the motion to go into executive session at 9:00 a.m. for a personnel issues. Councilman Wales seconded. All Ayes-Motion carried.

Back from executive session at 9:34 a.m.

Mayor stated that as a result of the executive session I ask for a motion to confirm the appointment of Dave North as the Personnel Manager and Chief of the Mills Fire Department. Councilman Wales made the motion to confirm Dave North as the Fire Chief for the Town of Mills. Councilman Hollander seconded. Four Ayes- 1 abstain, Councilman McCarthy. Motion carried.

ADJOURNMENT: Councilman Ives made the motion to adjourn the council meeting at 9:34 a.m. Councilman Hollander seconded. All Ayes-Motion carried.

Town Clerk, Christine Trumbull read the Oath of Office to Dave North.

Mayor Seth Coleman: _____

Attested: Christine Trumbull _____



TOWN OF MILLS
EST. 1921

REGULAR TOWN HALL MEETING

July 10th, 2019

Meeting called to order by Mayor Coleman at 7:00PM

Present: Mayor Coleman, Councilman McCarthy, Councilman Ives, Councilman, Councilman Hollander, Councilman Wales

Pledge of Allegiance:

Approval of the Meeting Minutes from June 26th, 2019.

Councilman Wales made the motion to approve the meeting minutes from June 26th, 2019. Councilman Hollander seconded. All Ayes Motion carried.

New Business Licenses: Three new business and Contractor license are as follows.

ARC Iron Garage, PV Asian Cuisine, Remodeling Unlimited

Councilman Ives made the motion to approve the three new business/contractor licenses. Councilman McCarthy seconded. All Ayes-Motion carried.

Renewal Business Licenses: 18 business for renewal as follows:

A and B Seamless Gutter, A & V Endeavors, Action Glass, Advanced Chemical Solutions, Barns By Design, Behavior Care Specialists, City Service Electric, Coleman Repair, Daylight Donuts & Yellowstone Grill, Decks Unlimited, Don's Paint Shop, Double Diamond Vapors, Kiddo's Cabin, MC Construction, M & M Trailer Court, Mills Horse Palace, Overhead Door, Quality Conscious Carpentry.

Councilman Wales made the motion to approve the eighteen business up for renewal. Councilman Hollander seconded. Councilman McCarthy asked if Mayor needs to abstain from voting if he is related to Coleman Repair. Mayor stated that he is not related to this business. All Ayes-Motion carried.

Approve the Payroll Reports and Expenditures:

- **Fire Employees:** 6-15-2019 to 6-26-2019.....\$13,576.29
- **Town Employees:** 6-10-2019 to 6-23-2019.....\$100,221.27

Councilman Wales made the motion to approve the payroll reports for the fire and town employees. Councilman Hollander seconded. All Ayes-Motion carried.

Pay Bills on Voucher List and the Petty Cash Report and approve the voided and manual Checks:

- **Petty Cash:**\$0.00
- **Vouchers:**\$88,270.92
- **Manual Checks:**
 - Town.....\$3,748.00
 - Court.....0.00
- **Voided:**\$24,227.16

Councilman Ives made the motion to approve the vouchers, and petty cash report and approve the voided and manual checks. Councilman Wales seconded. All Ayes- Motion carried.

Council Approval of the Media and Social Media Policy for the Town of Mills.

Councilman Ives made the motion to approve the Media and Social Media Policy for the Town of Mills. Councilman Hollander seconded. All Ayes-Motion carried.

Council Approval of the USA Trucking MOU Amendment.

Councilman Wales made the motion to approve the USA Trucking MOU Amendment. Councilman Hollander seconded. All Ayes-Motion carried.

Council Approval of the PSCC Agreement.

Councilman Wales made the motion to approve the PSCC Agreement. Councilman Hollander seconded. All Ayes-Motion carried.

Open Discussion:

Alvin Gruver: Mills Resident

Alvin wanted to know why there is two pay periods listed. Are the Fireman not town employees? Why they are not listed together? Mayor Coleman stated that the fireman are paid on a different pay cycle than the town employees. They get paid every 12 days and have their own pay period. The town employees get paid every 14 days and have their own payroll. Then Alvin wanted to know why there was \$24,227.16 in voided checks. That is more than what people make. Looks suspicious to me he stated. Town Clerk, Christine spoke up about this. She stated that since the town has had to move the offices around and she is working off a different printer, the checks have to put in different. They printed wrong. She stated that you are more than welcome to come to town hall and look over the checks. Christine also stated that she does not void a lot of checks. Finally, Alvin state what is the PSCC agreement? Mayor stated it is an agreement with the City of Casper for dispatching services. He wanted to know who all pays into this? Mayor stated it is all of Natrona County.

Leah Juarez: Mills Resident

Leah wanted to know what the town just hired for. We thought you were looking for a Fire Chief. The press release stated it was an Emergency Management Service Administration position and Fire Chief. Will Dave be the Fire Chief or is this a new position that we are hiring for? Mayor stated that listing Dave's title as the Emergency Management Service title will fill a void that the town has had for a while. Dave will be able to perform homeland security issues that will arise. He is qualified in that area. The state has had this position unfilled for many years. He would be approved by the Governor and we would like to put him forward for this position to represent Natrona County. So Leah asked this is not a separate position. He will also be the Fire Chief? She wanted to know what his job responsibilities are what are his qualifications of the position. She asked why he is doing administration. Does he know how to fight a fire and save lives? She wanted to know how many people we interviewed for the position. Mayor stated 10 people. She wanted to know the names of all of them and what can we tell them about them. Mayor stated he is not at liberty to discuss about the other candidates. So Leah asked that what Dave will be doing will fill the requirements of a Fire Chief? Mayor stated yes. Leah asked Councilman Wales on Monday did he vote for a Fire Chief or did he vote for a person for Emergency Management Service personnel. Wales stated that he voted for a Fire Chief. She then explained her qualifications and how she could be fire chief. Leah went on to say that the Council should be ashamed of themselves.

Wayne Coleman: Mills Resident

He stood up and stated how proud he is and that the council is doing a great job.

Kim Perez:

Kim asked why the fire department will have two administration positions. Where are the positions now? Why do you need multiple administration position? Does the budget support

that? Looks to her that we will be top heavy in the administration role. Again, how many people did you interview for the job? Mayor stated he interviewed 2 people out of 10. What were the qualifications of the top 2? Mayor stated as far as what? Both had multiple qualifications. She stated who had them for Fire Chief? The thing that gets me, is that you were hiring for a Fire Chief. Councilman Wales voted for a Fire Chief. Was there a seconded vote for when the position changed names? Was Councilman Wales made aware of the new name of the position? You Mayor changed names of this position. Mayor stated that Dave North is the Fire Chief of the Town of Mills. Did you just say that he is emergency services and homeland security and not the Fire Chief? Mayor stated no. Kim wanted him to explain himself. Mayor stated that the emergency service title will deal with homeland security position. The other part of his position is Fire Chief. They are both wrapped into one position. Kim wanted to know why we changed the name of the position. Again, the Mayor stated that Dave will wear many hats just like other employees of the town do. His role will be in a combination of emergency management and Fire Chief. So Kim said he will be the Fire Chief? Mayor stated yes. Kim wanted to know if this position was posted. Mayor stated that the position was posted for a Fire Chief. Kim asked will he be able to fight fires and drive a truck? Mayor stated we have it all covered. She wanted to know more about the 10 applicants. Mayor stated again that he is not going to discuss this. This is a personnel issue and he is not going to talk about. Kim read the recent press release that went out and the headline talked about emergency services personnel not Fire Chief. Which is it? Kim asked Councilman McCarthy did she know what she was voting for. She replied a Fire Chief. Kim stated that 99% of the people in the town has a lack of confidence in him as Mayor. Kim wanted to know how Councilman McCarthy voted in the special meeting on Monday. She replied I abstain from voting because I did not get the answers to the questions I asked. So I could not vote any other way. Kim stated does that really help the town that you abstain from voting. Councilman McCarthy stated that she is here for the town and the residents. She stated that there will be no extra pay for the job that Dave will be doing. Kim wanted to know if that the Fire Chief and Emergency Management position are one pay. No extra pay involved. Mayor stated it was budgeted for and it is one position. Mayor stated again, that Dave North is the Fire Chief for the Town of Mills. Councilman Ives asked Kim does she know what a Fire Chief actually does. Kim stated yes she does. Councilman Ives stated that they normally do not fight fires. Kim kept asking her questions. Councilman Ives stated that she does not have answer to you to what I have to say. I voted for the best person that I thought could do the job. We have seen the resumes and have talked. Kim asked if she has seen all 10 applications. Kim asked who has seen all the applications. Kim asked Wales how many application he saw. He stated none. She also asked Councilman Hollander if he saw the resumes and applications. He said no. The Mayor wanted to make it clear that it is the Mayors responsibility to make the appointment and it is the Councils job to confirm or not confirm the appointment. Kim stated how the council can be effective if they do not have all the information to make a decision.

Alvin Gruver:

I would like to answer the question about Fire Chiefs about fighting fires. He looked right at Councilman Ives and told her that she should go back and read her books again. Councilman

Ives stated they go and delegate and administrate at the fires. They are only a fire fighter if someone gets hurt or they don't have enough. Mayor stated we have one Fire Chief and 3 captains. Our Fire Chief will not on duty 24 hours a day 365 days a year. The Fire Chief is the main administration person of the department. Our public works department head does not drive a garbage truck. Alvin stated that any Fire Chief he knows has some sort of fire experience. After yelling and calling the Mayor a comrade, and losing his cool said that the Mayor is not in charge and it is our town not yours. Mayor stated that if there is going to be disrespect I am going to have to have you leave. Alvin stated to the Mayor you have to earn respect. He stated that Fire Chiefs usually come up the ladder.

ADJOURNMENT: Councilman Hollander made the motion to adjourn the council meeting at 7:26p.m. Councilman Ives seconded. All Ayes-Motion carried.

Mayor Seth Coleman: _____

Attested: Christine Trumbull _____

Council Meeting JULY 24, 2019

NEW BUSINESS LICENSES

BUSINESS NAME

FIRE INSPECTION

INSURANCE

RENEWAL BUSINESS LICENSES

BUSINESS NAME

FIRE INSPECTION

INSURANCE

1	Brutill Construction	N/A	Yes
2	Coastal Chemical	N/A	Yes
3	Fastenal	Yes	Yes
4	Lariat Mobile Home & RV Park	N/A	N/A
5	Off the Beaten Path	Yes	Yes
6	Oftedal Construction	N/A	Yes
7	Philly's Steak N Company	N/A	Yes

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Council Meeting JULY 24, 2019

NEW CONTRACTOR LICENSES

	BUSINESS NAME	CONTRACTOR ID	INSURANCE
1	K & M Construction	Yes	Yes

RENEWAL CONTRACTOR LICENSES

	BUSINESS NAME	CONTRACTOR ID	INSURANCE
1	Long Building Technologies	Yes	Yes
2	Osborn Construction	Yes	Yes
3	Superior Air Solutions	Yes	Yes
4	Titan Plumbing	Yes	Yes
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PAYROLL

Fire

FOR APPROVAL AT 7-24-2019 COUNCIL MEETING

6-27-2019 to 7-8-2019

NET.....**\$15,714.77**

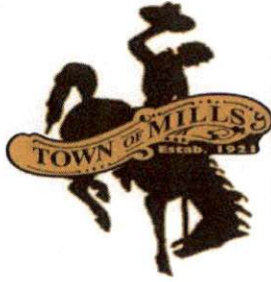
DEDUCTIONS.....**\$4701.10**

- Federal Taxes..\$1817.00
- Medicare..\$282.57
- Retirement..\$1397.47
- Insurance..\$910.07
- Union Dues..\$200.00
- Supplemental Insurance..\$93.99

TOTAL PAYROLL.....**\$20,415.87**

Town Clerk, Christine Trumbull

Mayor, Seth Coleman



PAYROLL

Reg/Police

FOR APPROVAL AT THE 7-24-2019 COUNCIL MEETING

6-24-2019 to 7-7-2019

NET.....**\$65,059.32**

DEDUCTIONS.....**\$27,700.40**

- Federal Taxes..\$7786.00
- Medicare..\$1288.89
- Retirement..\$7890.62
- Social Security..\$5511.11
- Insurance..\$3660.17
- Supplemental Retirement..\$745.00
- Supplemental Insurance..\$793.61
- Union Dues..\$25.00

TOTAL PAYROLL.....**\$92,759.72**

Town Clerk, Christine Trumbull

Mayor, Seth Coleman



TOWN OF MILLS

EST. 1921

CHECK LIST FOR

July 24th, 2019

COUNCIL MEETING

Town Hall

7-10-2019	23883-23885	Manuals
7-11-2019	23886-23887	Transmittals
7-11-2019	23888	Manual
7-18-2019	23889-	Vouchers
	COURT	
7-11-2019	1100-1104	Manuals

COUNCIL:

MAYOR: _____

TOWN CLERK: _____



TOWN OF MILLS

EST. 1921

MANUAL CHECKS

COURT

July 24th , 2019

COUNCIL MEETING

7-11-2019	1100	Justin Martens	Bond Refund	\$30.00
7-11-2019	1101	Trevor Holmes	Bond Refund	\$220.00
7-11-2019	1102	Geraldine Henrikson	Bond Refund	\$215.00
7-11-2019	1103	Allen Leisten	Bond Refund	\$110.00
7-11-2019	1104	Metro Animal Control	Restitution Refund	\$622.48

TOTAL: \$1,197.48

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30.00+
220.00+
215.00+
110.00+
622.48+

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TOWN OF MILLS

EST. 1921

MANUAL CHECKS

Town Hall

July 24th, 2019

COUNCIL MEETING

7-10-2019	23883	Casper Humane Society	Animal Services for FY 20	\$25,000
7-11-2019	23884	Marla Yuhas	Water Deposit Refund	\$158.47
7-11-2019	23885	CSI	Overage on Water Account	\$15.23
7-11-2019	23888	Wyoming Financial Insurance	Health Premiums for Town Employees	\$44,321.45

TOTAL: \$69,495.15

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25,000.00+

158.47+

15.23+

44,321.45+

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69,495.15◇

69,495.15×

Payment Due Date	Description	Invoice	GL Period	Seq	Invoice Date	GL Account	Total Cost
7912 4imprint, Inc							
07/24/2019	Supplies for Summer Fest Event	7464475	06/19	1	07/03/2019	10-49-420	2,307.28
7506 Alpine Motorsports							
07/24/2019	Carb & Plugs for weed wacker	AP13775	06/19	1	06/27/2019	10-70-950	76.00
350 ALSCO, Inc							
07/24/2019	Cleaning of Rugs @ Police Station	LCAS1282895	07/19	1	07/08/2019	10-44-260	132.61
140 AMBI Mail & Marketing, Inc							
07/24/2019	Drugs for testing at crime lab	19-06-565	06/19	1	06/30/2019	10-54-330	37.30
420 Amerigas							
07/24/2019	Refill propane at Fire Dept	3093606858	06/19	1	06/20/2019	10-44-260	332.43
07/24/2019	propane	651467242	07/19	1	07/11/2019	10-44-260	42.43
430 Ameri-Tech Equipment Company							
07/24/2019	Toter lids	20683	06/19	1	06/21/2019	54-84-260	3,220.00
620 Atlas Office Products, Inc							
07/24/2019	Office Restock	50670-0	07/19	1	07/15/2019	10-44-235	323.24
650 B & B Rubber Stamp							
07/24/2019	Copy Stamp	120755	07/19	1	07/09/2019	10-54-235	30.95
7796 Best Friends Animal Health Center							
07/24/2019	Medical Exam / Euthanasia	130588	06/19	1	06/26/2019	10-53-700	110.44
980 Burbach's Refrigeration, Inc							
07/24/2019	Repairs to ice machine	71804	07/19	1	07/11/2019	10-44-260	142.50
1160 Caselle, Inc							
07/24/2019	Support and Maintenance for Aug 2019	95942	07/19	1	07/01/2019	10-44-725	1,894.00
1190 Casper Area Transportation Coalition							
07/24/2019	Bus Route for June 2019	5745	06/19	1	06/30/2019	10-44-280	28,038.76
1210 Casper Contractor Supply Inc							
07/24/2019	Blue Marking Paint	1513936	06/19	1	06/20/2019	51-81-840	16.84
1280 Casper Tire, Inc							
07/24/2019	Recap Tires	158657	06/19	1	06/19/2019	10-61-900	2,010.00
07/24/2019	Tire Repair	158672	06/19	1	06/20/2019	10-61-900	15.00
07/24/2019	Tire Repairs	158700	06/19	1	06/21/2019	10-61-900	30.00
1350 Century Link							
07/10/2019	Phone Services at Town Address	06252019	06/19	2	06/25/2019	10-44-983	212.20
1510 City of Casper							
07/24/2019	Balefill	175662	06/19	1	06/25/2019	54-84-250	594.86
07/24/2019	Monthly Balefill Pass June 2019	175877	06/19	1	06/30/2019	54-84-250	4,140.00
07/24/2019	Balefill	175907	07/19	1	07/05/2019	54-84-250	467.95
07/24/2019	Balefill	175939	07/19	1	07/08/2019	54-84-250	530.67
07/24/2019	Balefill	175968	07/19	1	07/09/2019	54-84-250	781.55
07/24/2019	Balefill	176026	07/19	1	07/10/2019	54-84-250	632.59
07/24/2019	Balefill	176070	07/19	1	07/11/2019	54-84-250	513.03
07/24/2019	Balefill	176109	07/19	1	07/12/2019	54-84-250	350.84
07/24/2019	Balefill	176150	07/19	1	07/15/2019	54-84-250	440.02
07/24/2019	911 Police/CSO Dispatch	176169	06/19	1	07/15/2019	10-54-500	9,560.21
07/24/2019	Dispatch Fire	176174	06/19	1	07/15/2019	10-56-502	2,328.24
07/24/2019	Balefill	176227	07/19	1	07/16/2019	54-84-250	742.84
07/24/2019	Balefill	176251	07/19	1	07/16/2019	54-84-250	530.67
1770 CPS Distributors Inc							
07/24/2019	SCH40 Pipe & Fittings	02975155-001	06/19	1	06/05/2019	10-70-840	216.09
07/24/2019	Solenoids	02980185-001	06/19	1	06/07/2019	10-70-840	94.08
2490 Fastenal							
07/24/2019	Red Danger Tape	WYCAS144564	06/19	1	06/24/2019	10-61-840	25.98
2540 Ferguson Waterworks #1701							
07/24/2019	3/4" Comp couplers	1011953-1	06/19	1	06/20/2019	51-81-840	112.90
07/24/2019	Meter Pits	1011953-2	07/19	1	07/10/2019	51-81-840	2,281.22
07/24/2019	1" Ball Valves w/ actuators	1014018	07/19	1	07/08/2019	52-82-810	1,812.30
07/24/2019	1 1/2" Fittings for Robertson Rd	1015331	06/19	1	06/20/2019	51-81-840	688.75

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Payment Due Date	Description	Invoice	GL Period	Seq	Invoice Date	GL Account	Total Cost
07/24/2019	12" Valves w/ actuators	1020459	07/19	1	07/11/2019	52-82-810	3,227.83
07/24/2019	AA Batteries	1023273	07/19	1	07/10/2019	52-82-810	12.90
07/24/2019	4" Dry Gauges	1023863	07/19	1	07/11/2019	52-82-810	330.00
07/24/2019	Credit for 1" Pit	CMM019943	06/19	1	06/17/2019	51-81-430	1,032.37-
7729 Geotec Industrial Supply							
07/24/2019	Manhole Spacers	35749	06/19	1	06/27/2019	53-83-840	155.00
07/24/2019	Manhole Spacers	35762	06/19	1	06/28/2019	53-83-840	93.00
2840 Grainger							
07/24/2019	Barrier Post for Library	9226060458	07/19	1	07/08/2019	10-44-260	74.06
3040 Hawkins Inc							
07/24/2019	Chemicals	4529167	06/19	1	06/28/2019	52-82-840	2,545.06
3120 Homax							
07/24/2019	Drum of Oil	0464236-IN	06/19	1	06/20/2019	10-64-840	595.90
07/24/2019	Fuel for CSO	CL96177	06/19	1	06/30/2019	10-53-370	103.21
07/24/2019	Fuel for PD	CL96177	06/19	2	06/30/2019	10-54-370	2,517.95
07/24/2019	Fuel for Fire Dept	CL96178	06/19	1	06/30/2019	10-56-370	426.22
07/24/2019	Fuel for Building	CL96182	06/19	1	06/30/2019	10-57-370	103.96
07/24/2019	Fuel for WTP	CL96184	06/19	1	06/30/2019	52-82-370	145.71
07/24/2019	Fuel for Streets	CL96185	06/19	1	06/30/2019	10-61-370	392.59
07/24/2019	Fuel for Sewer	CL96186	06/19	1	06/30/2019	53-83-370	192.25
07/24/2019	Fuel for Water	CL96187	06/19	1	06/30/2019	51-81-370	128.62
07/24/2019	Fuel for Parks	CL96188	06/19	1	06/30/2019	10-70-370	270.42
07/24/2019	Fuel for Sanitation	CL96189	06/19	1	06/30/2019	54-84-370	1,550.27
07/24/2019	Fuel for Shop	CL96190	06/19	1	06/30/2019	10-64-370	200.97
7628 Kistler Tent & Awning							
07/24/2019	Tent for Summerfest	27992A	06/19	1	07/09/2019	10-49-420	2,830.00
7606 Kleen Pipe LLC							
07/24/2019	Locate Manholes	INV-1089	06/19	1	07/12/2019	53-83-360	1,588.23
7922 KTRS-FM							
07/24/2019	Summerfest Advertising	1099886-1	06/19	1	06/30/2019	10-49-420	816.00
07/24/2019	Summerfest Advertising	1111506-1	06/19	1	06/30/2019	10-49-420	143.00
3900 Lenhart Mason & Associates LLC							
07/24/2019	Audit Work FY 19	74380	06/19	1	06/30/2019	10-44-930	4,015.00
4170 Mastercard							
07/24/2019	Duty Belt, Belt Keeper, Gun Light, Holster for new offic	3827	07/19	1	07/11/2019	10-54-855	362.95
07/24/2019	Supplies for Senior Center	64185G	07/19	1	07/09/2019	10-44-260	27.90
07/24/2019	Supplies for Office	64185G	07/19	2	07/09/2019	10-44-235	29.84
07/24/2019	Supplies for Council Meeting at Courthouse	67464G	07/19	1	07/08/2019	10-44-235	20.64
7925 McKellar, Tiedeken & Scoggin, LLC							
07/24/2019	Mediation for Fire Department Services	1	06/19	1	07/10/2019	10-44-310	2,116.07
4250 Menards							
07/24/2019	Flex Seal White	81535	07/19	1	07/10/2019	52-82-810	179.64
7924 Midwest Connect							
07/24/2019	Maintenance Agreement	137779	07/19	1	07/10/2019	10-44-226	260.00
4480 Motorola Solutions, Inc.							
07/24/2019	Hand Held Portable Radios and Accesories	41270500	06/19	1	06/28/2019	10-54-440	9,137.68
4490 Mountain States Lithographing Inc							
07/24/2019	Business Cards for CSO Houser	191542	06/19	1	06/28/2019	10-53-235	72.88
4600 NAPA Auto Parts							
07/24/2019	Oil and hyd filter	444788	06/19	1	06/03/2019	10-70-950	94.97
07/24/2019	Additive Unit #17	446722	06/19	1	06/06/2019	54-84-950	10.58
07/24/2019	Top can tap	447081	06/19	1	06/07/2019	54-84-950	17.98
07/24/2019	Sonenoid and Tune up Unit #7	449417	06/19	1	06/13/2019	10-64-950	31.29
07/24/2019	Spark Plugs	450081	06/19	1	06/14/2019	10-70-950	27.96
07/24/2019	Spark Plugs and Air Filter	453558	06/19	1	06/24/2019	10-64-950	25.57
07/24/2019	Brakleen	455262	06/19	1	06/27/2019	10-64-950	32.28

Payment Due Date	Description	Invoice	GL Period	Seq	Invoice Date	GL Account	Total Cost
07/24/2019	4760 Norco, Inc Gloves	HO31326932354	07/19	1	07/15/2019	10-56-350	18.36 <i>cm</i>
07/24/2019	4880 One Call of Wyoming 113 Tickets for June 2019	52585	06/19	1	07/03/2019	51-81-620	84.75
07/24/2019	7482 Rocky Mountain Animal Hospital Board K9 Archer	20324	06/19	1	06/17/2019	10-54-260	11.70 <i>cm</i>
07/24/2019	Board K9 Archer	20666	06/19	1	07/01/2019	10-54-260	5.00
07/24/2019	5560 Rocky Mountain Power 215 Northwestern	07012019 0015	06/19	1	07/01/2019	52-82-976	6,491.64
07/24/2019	Electric service for town address	07012019 0015	06/19	2	07/01/2019	10-44-941	7,686.00
07/24/2019	Mills School Utilities - 300 Wasatch	07012019 0304	06/19	1	07/01/2019	10-44-941	279.31
07/24/2019	5770 Shawn's Johns June 2019 Maintenance	7619	06/19	1	05/28/2019	10-70-690	650.00
07/24/2019	5870 Source Office & Technology Invisible Tape	W365506	07/19	1	07/09/2019	10-54-235	8.89
07/24/2019	6050 Sutherlands Sprayer for weeds	172145	06/19	1	06/18/2019	10-70-970	59.19
07/24/2019	Paint and Stain	172216	06/19	1	06/20/2019	10-70-970	11.28
07/24/2019	16" fan for booster station	172780	07/19	1	07/11/2019	52-82-810	24.99
07/24/2019	6920 WLC Engineering Inc GIS TECH III Labor	2019-10473	07/19	1	07/08/2019	10-44-337	209.00
07/24/2019	Planning Scott Radden	2019-10474	07/19	1	07/08/2019	10-44-400	3,950.50
07/24/2019	Annexation	2019-10475	07/19	1	07/08/2019	10-44-338	14,094.14
07/24/2019	Tank 3 Engineering	2019-10477	07/19	1	07/08/2019	10-50-992	336.00
07/24/2019	Engineer Expense	2019-10478	07/19	1	07/08/2019	10-44-335	8,550.00
07/24/2019	Sewer Master Plan	2019-10479	07/19	1	07/08/2019	10-44-310	13,359.90
07/24/2019	Grant writing	2019-10507	07/19	1	07/08/2019	10-44-336	2,602.80
07/24/2019	7190 Wyoming Signs LLC Supplies for Summer Fest	12107	06/19	1	07/01/2019	10-49-420	1,672.00

Grand Totals:

159,796.23 *cm*

Report GL Period Summary

GL Period	Amount
07/19	59,329.75
06/19	100,466.48
Grand Totals:	<u>159,796.23</u>

Vendor number hash: 367513
 Vendor number hash - split: 380363
 Total number of invoices: 96
 Total number of transactions: 99

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	159,796.23	.00	159,796.23
Grand Totals:	<u>159,796.23</u>	<u>.00</u>	<u>159,796.23</u>

**MANAGER AGREEMENT
MILLS ANIMAL CONTROL FACILITY**

Agreement between the Town of Mills, Wyoming, a Wyoming municipal corporation organized under the laws of the State of Wyoming and hereinafter sometimes referred to as "Mills", and the Casper Humane Society, a Wyoming Non-Profit Corporation hereinafter sometimes referred to as "Manager"

RECITALS

A. The Town of Mills is a municipal corporation duly organized under the laws of the State of Wyoming which is located within the boundary of Natrona County, Wyoming.

B. The Town of Mills anticipates undertaking to enforce the provisions of the law and ordinances applicable within the Town of Mills in regard to animals.

C. The Town of Mills further anticipate that it may enter into arraignments with other municipalities and governmental entities in Natrona County, Wyoming, exclusive of the City of Casper, Wyoming and Natrona County, Wyoming under which those other municipalities may contract with the Town of Mills for the provision of animal control operations.

D. The Town of Mills accordingly anticipates requiring an animal facility ("Animal Control Facility" or "Facility") for animals coming into the custody of the Town of Mills.

D. The Casper Humane Society is a Non-Profit Corporation organized under the laws of the State of Wyoming and located within Natrona County, Wyoming.

E. The Casper Humane Society has as part of its mission that it has the purpose of finding home for homeless animals, encouraging the neutering of pets, and preventing and alleviating cruelty to animals.

F. Mills desires to have the Casper Humane Society act as the Manager for the Animal Control Facility.

G. Mills desires to engage the services of Manager to manage and operate the Animal Control Facility and Manager desires to do the same in accordance with their respective goals and aims as set forth above.

In consideration of the mutual covenants contained herein, the parties, therefore agree:

SECTION ONE
COMPENSATION

The Town of Mills Agrees to pay, and Manager agrees to accept, the sum of Twenty-Five Thousand Dollars (\$25,000.00) in compensation on an annual basis for all services to be performed under this Contract. Said compensation shall be deemed to be full and adequate consideration for the same. Said Compensation shall be paid in one single annual payment to be made no later than the 1st of July or the business day thereafter for each year this Agreement is in effect.

SECTION TWO
TERM

The term of this agreement shall be for One (1) year, with said year commencing on the 1st day of July 2019. This agreement shall be renewable upon the agreement of both parties for additional One (1) year terms thereafter. In the absence of an expressed notification by either party that it desires to terminate this agreement provided at least one hundred twenty (120) days prior to the commencement of the renewal date, this agreement shall be deemed to have been renewed.

After a period of five (5) years, this agreement shall be renewed as to all terms including Compensation and modified as appropriate. In the absence of specific written modifications, the terms of this agreement shall control.

SECTION THREE
EMPLOYMENT OF MANAGER

Manager shall act as the Manager of the Mills Animal Control Facility under the terms and conditions set forth in this Agreement. Manager shall be deemed to be a contractor, and not an employee of the Town of Mills at all times.

SECTION FOUR
FACILITY

Initially, Mills shall provide an Animal Control Facility that shall consist of a 6,000 square foot shop with office space and a half acre fenced outside area. The Facility shall be equipped with kennels for ten (10) dogs and (15) cats. Mills will provide outside kennels for the Facility upon request. Supplies for the Facility shall be provided by the Town of Mills. Manager shall be responsible for cleaning and maintenance of all kennels associated with the Facility.

The Town shall be fully responsible for all physical upkeep and maintenance of the structure, including, but not limited to, the physical repair of the structure, its plumbing, and electrical facilities, except where otherwise provided herein. The Town shall further be responsible for all reasonable and necessary charges associated with Facility including the provision of utilities to the same, including heating, water and electricity and the provision of all such fixtures such as would be deemed to be ordinary and necessary for the equipping of a facility of like kind and purpose.

Space within the Facility which is available for use by the Town of Mills and which is not necessary for the use of Manager for Facility may be used by the Town of Mills for other purposes. The Town of Mills shall be fully responsible for all such space in Facility that is so used. Nothing in the Town of Mills' use of said space shall interfere in any fashion with the operation of Facility.

SECTION FIVE OPERATIONS

Manager shall use its best efforts to ensure that the Facility is operated professionally at all times. Manager shall provide personnel to take care of the animals in its custody in the Facility and make certain that they are provided with adequate food, shelter and veterinary care. Costs for food and veterinary care for such animals shall be borne at all times by the Town of Mills as long as the animals are under the custody of the Town of Mills pursuant to this agreement. Should Manager need to provide the same on an emergency basis the Town shall reimburse Manager for the cost of the same.

Transportation of animals to the facility by the Town of Mills shall be conducted by employees of the Town of Mills and be the responsibility of the Town of Mills during transportation. Cleaning and upkeep of all kennel facilities shall be the responsibility of Manager. Nothing in this agreement shall be deemed to transfer the Town of Mills' enforcement of its ordinances and resolutions concerning Animal Control to the Manager.

The Town of Mills' Facility shall be available for the use of Manager should Manager have a need or desire to transfer any animals housed at its other facilities and there is space available at the Town's facility. Space at the Facility shall nonetheless be prioritized such that space shall first be used for animals that are transferred to the Facility by the Town. Animals transferred to Facility by Manager from any of its other facilities shall remain in the custody and control of Manager for purposes of this agreement and Manager shall be responsible for their feeding and care.

SECTION SIX ANIMALS

Throughout this Agreement it is to be understood that the use of the word "Animals" shall apply to domestic cats and dogs. The parties agree that the obligations of the parties to this Agreement shall not apply to any other animal type or species unless the parties mutually agree to the same by written exception to this Agreement.

It is further understood that, unless specifically provided by way of a written exception authored by the Town of Mills, that animals brought into the Facility by the Town of Mills from another municipality shall be treated in the same manner and with the same provisions that animals from the Town of Mills shall be.

SECTION SEVEN EMPLOYEES

Manager shall employ, discharge and supervise all its on-site employees, independent contractors or volunteers required for the efficient operation and maintenance of the Facility as

contemplated by this agreement. Manager shall be deemed to be an independent contractor and all its employees, independent contractors or volunteers shall be deemed to have a legal master servant relationship with Manger and not with the Town of Mills. The parties agree that no employment contracts shall be deemed to arise between the Town of Mills and any of Manager's employees, independent contractors or volunteers. Manager shall undertake to enroll any such employee with Wyoming Workers Compensation who is required to be so enrolled. Manager understand and agrees that the Town of Mills shall not cover Manager's employees, agents or volunteers under its insurance or under its Workers Compensation accounts.

Employees and independent contractors of the Town of Mills shall at all times be employees of the Town of Mills and not Manager's. It shall be the obligation of Mills to enroll any such employee with the Town of Mills' insurance. Mills understands and agrees that Manager shall not cover Mill's employees, agents or volunteers under its insurance or under its Workers Compensation accounts.

SECTION EIGHT TRANSFER OF ANIMALS TO MANAGER

The parties to this agreement provide that the Town shall house animals that it acquires in the course and scope its duties in the Facility for a period of five (5) days. During that time the Town shall facilitate the reunion of all such animals with their owners.

After five (5) days have expired, all animals that have not been reunited with their owners shall transfer to the custody of Manager, which may move them to its own facility if there is space available and which shall then care for the animal at its own expense and under its own internal policies no matter where they are located. At that point there shall be no further obligation of the Town of Mills as to said animal.

The Town of Mills will undertake to provide that for all such animals being transferred to Manager under this agreement that such animals shall be spayed or neutered prior to the transfer, with it being understood that the Town shall undertake to arrange for veterinary services for animals subject to this Agreement and arrange for this accordingly as part of the same.

It is recognized that, from time to time, there may be animals that come into the facility by the Town of Mills that the Town of Mills will subsequently desire to retain custody and control of for a period in excess of five (5) days. In such cases said the Town of Mills shall identify any such animals so that its status will be known to Manager. For any such extended period of time in which Mills shall retain custody of an animal beyond the five (5) day period mentioned above, the expense of the feeding and care of the animal shall remain the responsibility of Mills.

SECTION NINE GOVERNMENT REGULATIONS

Manager shall manage the property in full compliance with all laws and regulations of any federal, state, county or municipal authority having jurisdiction over the property.

SECTION TEN
RECORDS AND REPORTS

Manager will keep all such books, accounts and records that are ordinary and customary for the operation of a facility of the type contemplated herein, including all such records that are appropriate under its own internal policies. Manager shall keep such records such as may be required for the operation of the facility by the Town of Mills for its purposes in regard to identifying the animals in its care and as may pertain to the care of the same.

SECTION ELEVEN
NOTICE

All notices, requests, demands or other communications hereunder shall be in writing, and shall be deemed to have been duly given if delivered in person, or within two days after depositing such notices, requests, demands or other communication with an overnight delivery service, or as otherwise actually delivered to the other party at its respective business office. For purposes of this agreement, unless subsequently provided otherwise, for purpose of agreement those offices shall be:

Town of Mills
704 4th Street
P.O. Box 789
Mills, WY 82644

Casper Humane Society
849 East E Street
Casper, WY 82601-2051

SECTION TWELVE
PARTIES BOUND; ASSIGNMENT

This agreement is not assignable without the prior written consent of both parties. Nothing in this agreement shall be read to presume that consent will be given. The non-assignability of this agreement is presumed.

SECTION THIRTEEN
EFFECT OF PARTIAL INVALIDITY

Should any section or any part of any section of this agreement be rendered void, invalid or unenforceable for any reason by any court of law exercising competent jurisdiction, such a determination shall not render void, invalid or unenforceable any other section or any part of any section in this agreement.

SECTION FOURTEEN
CHOICE OF LAW

This agreement has been made and entered into in the State of Wyoming, and the laws of such state shall govern the validity and interpretation of this agreement and the performance due hereunder. Should suit be required concerning this agreement or the obligations which are set forth hereunder the same must be brought in the court of appropriate jurisdiction in Natrona County, Wyoming.

SECTION FIFTEEN
INTEGRATION

The drafting, execution and delivery of this agreement by the parties have been induced by no representations, statements, warranties or agreements other than those expressed in this agreement. This agreement embodies the entire understanding of the parties, and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof unless expressly referred to in this agreement.

SECTION SIXTEEN
ATTORNEY FEES

Should either party bring suit to enforce any of the terms of this agreement, the prevailing party shall be entitled to recover court costs and reasonable attorney fees.

SECTION SEVENTEEN
MODIFICATION

This agreement may not be modified unless such modification is in writing and signed by both parties to this agreement.

SECTION EIGHTEEN
CONSULTATION

The parties to this Agreement shall meet on a quarterly basis to address any and all issues that might arise regarding the terms of this agreement and the services to be provided herein. Topics to be addressed shall include information exchange, customer and public service concerns, and recommendations pertaining operations.

SECTION NINETEEN
LIABILITY APPORTIONMENT CONTROLLED BY LAW

Nothing in this agreement shall be read to require either party to indemnify or hold harmless the other for any claims, demands, or suits brought by their parties. Liability and apportionment of fault shall be controlled under the law of the State of Wyoming with it being accepted under the terms of this agreement that Manager is an independent contractor which is responsible at law for its own torts in accordance with the laws of the State of Wyoming.

The parties have executed this agreement this _____ day of _____, 2019.

THE TOWN OF MILLS

CASPER HUMANE SOCIETY

By: _____

By: _____

Its: _____

Its: _____