

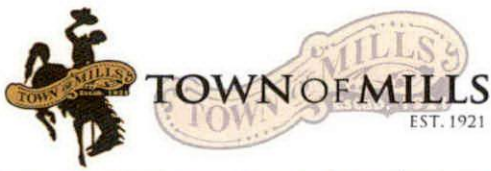


**AGENDA**  
**Town Council Meeting**  
**July 10<sup>th</sup>, 2019**  
**3:00 p.m.**

#	Item	Notes
1.	<b>Call Meeting to Order By Mayor: 6:00 p.m.</b>	
2.	<b><u>Seth:</u></b> <ul style="list-style-type: none"><li>• <b><u>Agenda Regular Meeting</u></b></li><li>• <b><u>Location of Work Sessions</u></b></li><li>• <b><u>Time of Work Sessions</u></b></li><li>• <b><u>Location of Regular Meetings</u></b></li><li>• <b><u>Time of Regular Meetings</u></b></li><li>• <b><u>Town Hall Ramp</u></b></li></ul>	

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





Mayor Seth Coleman | Council President– Sara McCarthy Council Members: Darla Ives, James Hollander, and Ron Wales.

**AGENDA**  
**Town Council Meeting**  
**July 10<sup>th</sup>, 2019**  
**7:00 p.m.**

#	Item	Notes
1.	<b>Call Meeting to Order By Mayor</b>	
2.	<b>Roll Call</b>	
3.	<b>Pledge of Allegiance</b>	
4.	<b>Approval of the Meeting Minutes from June 26<sup>th</sup>, 2019</b>	
5.	<b><u>New Contractor &amp; Business Licenses: ( 3 )</u></b>  1. ARC Iron Garage 2. PV Asian Cuisine 3. Remodeling Unlimited	
6.	<b><u>Renewal Business &amp; Contractor Licenses: ( 18 )</u></b>  1. A and B Seamless Cutter 2. A & V Endeavors 3. Action Glass 4. Advanced Chemical Solutions 5. Barns By Design 6. Behavior Care Specialists 7. City Service Electric 8. Coleman Repair 9. Daylight Donuts & Yellowstone Grill 10. Decks Unlimited 11. Don’s Paint Shop 12. Double Diamond Vapors 13. Kiddo’s Cabin 14. MC Construction 15. M & M Trailer Court 16. Mills Horse Palace 17. Overhead Door 18. Quality Conscious Carpentry	
7.	<b><u>Council Approval of Payroll Reports and Expenditures:</u></b> Fire Employees ----- 6-15-2019to 6-26-2019..... <b>\$13,576.29</b> Town Employees -----6-10-2019 to 6-23-2019..... <b>\$100,221.27</b>	
8.	<b><u>Council Approval to Pay Bills on Voucher List, Petty Cash Report, Voided Checks, Manual Checks, and Checklist Register for Current Period:</u></b> Petty Cash: ----- <b>\$0.00</b> Vouchers: ----- <b>\$88,270.92</b> Manual Checks Town----- <b>\$3,748.00</b> Court----- <b>\$0.00</b> Voided Checks: ----- <b>\$24,227.16</b>	
9.	<b><u>Council Approve of the Media and Social Media Policy</u></b>	
10.	<b><u>Council Approval of the USA Trucking MOU Amendment</u></b>	
11.	<b><u>Council Approval of the PSCC Agreement</u></b>	
13.	<b><u>Open Discussion:</u></b>	
14.	<b><u>ADJOURNMENT</u></b>	

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

**Upcoming Council Meetings**

**Council Meetings:** July 10<sup>th</sup>, 2019 @7:00 p.m./July 24<sup>th</sup>, 2019 @ 7:00 p.m./ August 14<sup>th</sup>, 2019 @ 7:00 p.m.

**Work Sessions:** July 9<sup>th</sup>, 2019 @ 3:00 p.m./ July 10<sup>th</sup>, 2019 @ 6:00 p.m./ July 24<sup>th</sup>, 2019 @ 6:00 p.m./ August 13<sup>th</sup>, 2019 @ 6:00 p.m.





**TOWN OF MILLS**  
EST. 1921

## **REGULAR TOWN HALL MEETING**

**June 26<sup>th</sup>, 2019**

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

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

### **Pledge of Allegiance**

### **Approval of the Meeting Minutes from June 12<sup>th</sup>, 2019**

Councilman Ives made the motion to approve the meeting minutes from June 12<sup>th</sup>, 2019. Councilman Wales seconded. All Ayes Motion carried.

### **Approval of the Special Meeting Minutes on June 18<sup>th</sup>, 2019**

Councilman Wales made the motion to approve the special meeting minutes from June 18<sup>th</sup>, 2019. Councilman Hollander seconded. All Ayes-Motion carried.

### **Mayor closed the council meeting at 7:01 p.m. and opened the public hearing**

Mayor Coleman now declared the Public Hearing opened for considering the submission of an Abandoned Mine Lands Grant Application to assist in funding the River Front Property Riverbank Stabilization and Restoration Project. The hearing will be conducted in accordance with state statutes and has been set and advertised in accordance with the statutes. I would ask those individuals who wish to address the council on this issue to approach the lectern, state your name, and address for the record. Do we have a report on this item? No report. Again, Mayor Coleman asked if there was anyone in the audience who wishes to speak in favor of this item. Again, is there anyone in the audience who wishes to speak in favor of this item? Mayor Coleman asked if there was anyone in the audience who wishes to speak in opposition to this item. No one spoke up. Again, is there anyone in the audience who wishes to speak in opposition to this item? For a third and final time is there anyone in the

audience who wishes to speak in opposition to this item. Mayor Coleman mentioned that after all have spoken and there being no others to speak for or against this item, I now declare the public hearing closed at 7:02 PM.

**Mayor opened the second public hearing at 7:02 p.m.**

Mayor Coleman now declared the Public Hearing opened for considering the submission of an Abandoned Mine Lands Grant Application to assist in funding the Lower Mills Hydrant and Valve Replacement project. The hearing will be conducted in accordance with state statues and has been set and advertised in accordance with the statutes. I would ask those individuals who wish to address the council on this issue to approach the lectern, state your name, and address for the record. Do we have a report on this item? Scott Clamp, 720 Wasatch, spoke in favor of this grant application. He asked that the hydrant that is in his driveway be looked at for removal when this project begins. Again, Mayor Coleman asked if there was anyone in the audience who wishes to speak in favor of this item. Again, is there anyone in the audience who wishes to speak in favor of this item? Mayor Coleman asked if there was anyone in the audience who wishes to speak in opposition to this item. No one spoke up. Again, is there anyone in the audience who wishes to speak in opposition to this item? For a third and final time is there anyone in the audience who wishes to speak in opposition to this item. Mayor Coleman mentioned that after all have spoken and there being no others to speak for or against this item, I now declare the public hearing closed at 7:04 PM.

**Mayor opened the Council Meeting at 7:04 p.m.**

**New Business and Contractors Licenses:** Three new businesses are as follows:

307 All American Roofing, K Designers, RETTEW Associates

Councilman McCarthy made the motion to approve the three new business licenses.

Councilman Ives seconded. All Ayes-Motion carried.

**Renewal Business and Contractors Licenses:** 21 businesses for renewal as follows:

Ahern Rentals, American Plumbing & Heating, Benita's Childcare, Bird Contracting, Cleary Building, Family Dollar, Geotec Industrial, Industrial Distributors, Inter-Mountain Pipe & Thread, Jim May Welding, KT Supply, Loaf & Jug #114, McDonald Landscaping, Northern Ice, Patterson UTI Drilling, R2 Properties, Robert Forsberg & Alisha Collins, Rockin Burgers N Dogs, Sam's Plumbing, Summit Roofing, Wyoming Signs.

Councilman Wales made a motion to approve the 21 business license up for renewal.

Councilman Hollander seconded. All Ayes-Motion carried.

**Resolution 2019-35:** A Resolution for the submission of an Abandoned Mine Lands Grant Application to assist in funding the River Front Property Riverbank Stabilization and Restoration Project.

Councilman McCarthy made the motion to approve Resolution 2019-35, a Resolution for the submission of an Abandoned Mine Lands Grant Application to assist in funding the River Front Property Riverbank Stabilization and Restoration Project. Councilman Ives seconded. All Ayes-Motion carried.

**Resolution 2019-36:** A Resolution for the submission of an Abandoned Mine Lands Grant Application to assist in funding the Lower Mills Hydrant and Valve Replacement Project.

Councilman Wales made the motion to approve Resolution 2019-36, a Resolution for the submission of an Abandoned Mine Lands Grant Application to assist in funding the Lower Mills Hydrant and Valve Replacement Project. Councilman Hollander seconded. All Ayes-Motion carried.

**Approve the Payroll Reports and Expenditures:**

- **Fire Employees:** 5-22-2019 to 6-2-2019.....\$13,664.02  
6-3-2019 to 6-14-2019.....\$14,192.97
- **Town Employees:** 5-27-2019 to 6-9-2019.....\$90,451.99

Councilman Ives 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:** .....\$143,401.20
- **Manual Checks:** .....  
Town.....\$11,089.63  
Court.....\$1,830.00
- **Voided:** .....\$0.00

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

**Council Approval of the May 2019 Bank Reconciliation:**

Councilman McCarthy made the motion to approve the May 2019 Bank Reconciliation. Councilman Ives seconded. All Ayes-Motion carried.

**Council Approval of the May 2019 Court Income Report:**

Councilman Wales made the motion to approve the May 2019 Court Income Report. Councilman Hollander seconded. All Ayes-Motion carried.

**Council Approval of the Catering Permit for Staggers for July 12-14, 2019:**

Jennifer Holling was present to talk about their dart tournament event. It will be outside on their property and they will have a tent, but there will be no outside juke box and they will not need to close off the street. Councilman Wales made the motion to approve Staggers catering permit for July 12-14, 2019. Councilman Hollander seconded. All Ayes-Motion carried.

**Council Approval of the Catering Permit for Bayou Liquors for the Mills Summer Fest on July 4<sup>th</sup>, 2019:**

Councilman Ives made the motion to approve the catering permit for Bayou Liquors for the Mills Summer Fest even on July 4<sup>th</sup>, 2019. Councilman Hollander seconded. All Ayes-Motion carried.

**Council Authorize the Mayor to sign the agreement with Wyoming Financial Insurance Inc. for our Consulting Retainer:**

Councilman Wales made the motion to approve the Mayor to sign the agreement with Wyoming Financial Insurance Inc. for our Consulting Retainer. Councilman Hollander seconded. All Ayes-Motion carried.

**Resolution 2019-1000: A Resolution Authorizing the Mayor to enter into an emergency contract with the first available and most cost effective contractor to replace the collapsed ramp at Town Hall:**

Councilman Ives made the motion to approve the Mayor to enter into an emergency contract to replace the collapsed ramp at Town Hall. Councilman Wales seconded. All Ayes-Motion carried.

**Open Discussion:**

Scott Clamp, 720 Wasatch, stood up to thank Council for all the hard work they have put in lately.

**ADJOURNMENT:** Councilman Wales made the motion to adjourn the council meeting at 7:12 p.m. Councilman Hollander seconded. All Ayes-Motion carried.

Mayor Seth Coleman: \_\_\_\_\_

Attested: Christi MacRae \_\_\_\_\_

# Council Meeting JULY 10, 2019

## NEW BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	Arc Iron Garage	Yes	Yes
2	PV Asian Cuisine	N/A	Yes

## RENEWAL BUSINESS LICENSES

	<b>BUSINESS NAME</b>	<b>FIRE INSPECTION</b>	<b>INSURANCE</b>
1	A and B Seamless Gutter	N/A	Yes
2	A & V Endeavors	N/A	Yes
3	Action Glass	N/A	Yes
4	Advanced Chemical Solutions	N/A	Yes
5	Behavior Care Specialists	Yes	Yes
6	Coleman Repair	N/A	Yes
7	Daylight Donuts & Yellowstone Grill	Yes	Yes
8	Don's Paint Shop	N/A	N/A
9	Double Diamond Vapors	Yes	Yes
10	Kiddo's Cabin	N/A	N/A
11	M & M Trailer Court	N/A	N/A
12	Mills Horse Palace	N/A	N/A
13	Overhead Door	N/A	Yes
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# Council Meeting JULY 10, 2019

## NEW CONTRACTOR LICENSES

	<b>BUSINESS NAME</b>	<b>CONTRACTOR ID</b>	<b>INSURANCE</b>
1	Remodeling Unlimited	Yes	Yes

## RENEWAL CONTRACTOR LICENSES

	<b>BUSINESS NAME</b>	<b>CONTRACTOR ID</b>	<b>INSURANCE</b>
1	Barns by Design	Yes	Yes
2	City Service Electric	Yes	Yes
3	Decks Unlimited	Yes	Yes
4	MC Construction	Yes	Yes
5	Quality Conscious Carpentry	Yes	Yes
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License # 9654

# Application for Business License - Town of Mills

DATE 6-26-2019

Incomplete Applications will be returned. **Complete all fields in RED**



I, Will Maloney, the Owner of Arc Iron Garage  
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 614 N. 3rd Ave Mills WY 82644  
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired (fee is doubled)
- Commercial \$65.00
- Home \$65.00
- Itinerant Sales \$25.00

**PAID**  
JUN 26 2019  
TOWN OF MILLS

do hereby apply to the Town Council of the Town of Mills for a Business License to operate my  
Automotive/Diesel Repair within the Town of Mills for a  
DESCRIBE THE TYPE OF BUSINESS  
period of ONE year, beginning the 26 day of June, 2019.

**\*\*\*All door to door sales operating hours are limited to 8:00 A.M. to 8:00 P.M.\*\*\***

Business mailing address: 614 N. 3rd Ave  
City Mills State WY Zip 82644

**OFFICE USE ONLY**  
I, CHRISTINE TRUMBULL, Town Clerk of the Town of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the Town Council held on the 10 day of July, 2019.  
Attest Christine Trumbull  
Town Clerk

Business phone number: 215.8996 WY Tax ID Number: \_\_\_\_\_  
Do you travel in and out of Mills, WY for your Business?  YES  NO  
Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY?  YES  NO If YES, how many? 1  
Does your business operate out of a commercial building?  YES  NO  
Does your business operate out of a residential home?  YES  NO  
Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)?  YES  NO

Signed Will Maloney Print Name William Maloney

**Fee is to be PAID before license is approved**

A business license is required for ANY business to operate within the Town of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required.  
Please call Town Hall at 234.6679 if you have any questions.  
You may fax your insurance to 307.234.6528. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY  
Insurance Expiration Date: 5-2-20 Fire Inspection Completed Date: 6-2-19



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Service First Insurance LLC 235 S. David Ste A  Casper WY 82601		<b>CONTACT NAME:</b> Mac Mayfield <b>PHONE (A/C, No, Ext):</b> 307-234-5110 <b>FAX (A/C, No):</b> 307-234-5092 <b>E-MAIL ADDRESS:</b> office@servicefirstinsurance.com	
<b>INSURED</b> Arc Iron Garage LLC PO Box 2528  Casper WY 82644		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Travelers INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		680-007N132892	05/21/2019	05/21/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town of Mills  PO Box 789 Mills, WY 82644 FAX 307-234-5528	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

License # 9655

# Application for Business License - Town of Mills

DATE 7/3/2019



Incomplete Applications will be returned. **Complete all fields in RED**

I, Dian Tang, the owner of PV Asian Cuisine  
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 5795 CY AVE Casper, WY 82604  
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired (fee is doubled)
- Commercial \$65.00
- Home \$65.00
- Itinerant Sales \$25.00

**PAID**  
JUL 03 2019  
**TOWN OF MILLS**

do hereby apply to the Town Council of the Town of Mills for a Business License to operate my Food Truck within the Town of Mills for a DESCRIBE THE TYPE OF BUSINESS

**\*\*\* All door to door sales operating hours are limited to 8:00 A.M. to 8:00 P.M. \*\*\***

period of ONE year, beginning the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Business mailing address: 5795 CY AVE  
City Casper State WY Zip 82604

### OFFICE USE ONLY

- Business phone number: 307-222-6648 WY Tax ID Number: \_\_\_\_\_
- Do you travel in and out of Mills, WY for your Business?  YES  NO
- Do you have any type of equipment, trucks, cars, trailers, materials, etc. that will be parked at your business location in Mills, WY?  YES  NO If YES, how many? N/A
- Does your business operate out of a commercial building?  YES  NO
- Does your business operate out of a residential home?  YES  NO
- Is your business mobile (i.e. Taxi, Handyman, Construction, etc.)?  YES  NO

I, Christina Trumbly, Town Clerk of the Town of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the Town Council held on the 10<sup>th</sup> day of July 2019.

Signed Dian Tang Print Name DIAN TANG

Attest \_\_\_\_\_  
Town Clerk

### Fee is to be PAID before license is approved

A business license is required for ANY business to operate within the Town of Mills. If your main location is not in Mills, but you come into Mills to sell, or to perform a service, a license is required. Please call Town Hall at 234.6679 if you have any questions. You may fax your insurance to 307.234.6528. To schedule your Fire Inspection call 307.234.8481.

OFFICE USE ONLY  
Insurance Expiration Date: 7-2-20 Fire Inspection Completed Date: N/A



This card is for information purposes only. Refer to policy for exact coverages, limitations, and exclusions.

Claim reporting:  
claims@veracityins.com

FLIP Insurance  
260 South 2500 West, Suite 303  
Pleasant Grove, UT 84062  
888-568-0548  
info@fliprogram.com  
www.fliprogram.com

## FLIP Insurance Card

FOOD  
LIABILITY  
INSURANCE  
PROGRAM



FOOD  
LIABILITY  
INSURANCE  
PROGRAM

## FLIP Insurance Card

### NAMED INSURED

DIAN TANG, PV Asian Cuisine

### EFFECTIVE DATES

07/02/2019 to 07/02/2020

### CERT. NUMBER

F072823X

### GENERAL LIABILITY LIMIT

\$1,000,000 / \$2,000,000

### INSURED BY

Great American Alliance

This card is for information purposes only. Refer to policy for exact coverages, limitations, and exclusions.

License # 9653

# Application for Contractor License - Town of Mills

DATE 6-21-19

Incomplete Applications will be returned. Complete all fields in RED



I, Tony R Cooper, the OWNER of REMODELING UNLIMITED  
NAME TITLE (i.e. owner, manager, etc.) BUSINESS NAME (as it will appear on the license)

located at 4410 SURPRISE DRIVE CASPER WY 82604  
BUSINESS PHYSICAL STREET ADDRESS CITY, STATE, ZIP

- New
- Renewal
- Expired (fee is doubled)
- Commercial **\$35.00**

**PAID**  
JUN 21 2019  
TOWN OF MILLS

do hereby apply to the Town Council of the Town of Mills for a Contractor License to operate my business within the Town of Mills

period of ONE year, beginning the 21<sup>ST</sup> day of JUNE, 2019.

Business mailing address: 4410 SURPRISE DRIVE  
City CASPER State WY Zip 82604

Business phone #: 307-258-3382 Contractor ID #: CL-18-803

Contractor ID # issued by: Natrona County City of Casper Town of Mills State of Wyo  
(circle one)

Signed Tony R Cooper Print Name Tony R Cooper

**Fee is to be PAID before license is approved**

A contractor license is required for a contractor to operate business within the Town of Mills. Please call Town Hall at 234.6679 if you have any questions.

Proof of Liability Insurance: Insurance Expiration Date: 6-19-20  
(The Town must have a copy of your Certificate of Liability from your insurance company)

**OFFICE USE ONLY**

I, CHRISTINE TRUMBULL, Town Clerk of the Town of Mills Wyoming, do hereby certify that the above license was read, examined and was / was not granted at a regular meeting of the Town Council held on the 10 day of July, 2019.

Attest Christine Trumbull  
Town Clerk



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wyoming Financial Insurance 400 E 1st St, Ste 105 Casper, WY 82601	<b>CONTACT NAME:</b> Keaton Elmer <b>PHONE (A/C, No, Ext):</b> (307) 233-8394 8394		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> kelmer@wercs.com		
<b>INSURED</b> Remodeling Unlimited LLC 4410 Sunrise Dr Casper, WY 82604	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Ohio Security Insurance Company		<b>24082</b>
	<b>INSURER B:</b> The Ohio Casualty Insurance Company		<b>24074</b>
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS58927218	6/19/2019	6/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS58927218	6/19/2019	6/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO58927218	6/19/2019	6/19/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town of Mills PO Box 789 Mills, WY 82644	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Shea Bicknese</i>
---------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**PAYROLL**

**Fire**

**FOR APPROVAL AT 7-10-2019 COUNCIL MEETING**

**6-15-2019 to 6-26-2019**

NET.....**\$9,899.14**

DEDUCTIONS.....**\$3677.15**

- Federal Taxes..\$1119.00
- Medicare..\$185.59
- Retirement..\$1255.12
- Insurance..\$758.84
- Union Dues..\$200.00
- Supplemental Insurance..\$158.60

TOTAL PAYROLL.....**\$13,576.29**

\_\_\_\_\_  
Town Clerk, Christine Trumbull

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



**PAYROLL**

**Reg/Police**

**FOR APPROVAL AT THE 7-10-2019 COUNCIL MEETING**

**6-10-2019 to 6-23-2019**

NET.....**\$72,134.97**

DEDUCATIONS.....**\$28,086.30**

- Federal Taxes..\$7990.00
- Medicare..\$1392.58
- Retirement..\$7566.36
- Social Security..\$5954.50
- Insurance..\$3101.36
- Supplemental Retirement..\$745.00
- Supplemental Insurance..\$711.50
  - Union Dues..\$25.00
  - Child Support..\$600.00

TOTAL PAYROLL.....**\$100,221.27**

\_\_\_\_\_  
Town Clerk, Christine Trumbull

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



## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

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

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

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>4imprint, Inc</b>								
7912	4imprint, Inc	18144088	06/19/2019	2,307.28	2,307.28	07/10/2019	07/10/2019	23841
Total 4imprint, Inc:				2,307.28	2,307.28			
<b>Abrasive Management Enterprise, Inc</b>								
7913	Abrasive Management Enterprise,	1	05/20/2019	2,250.00	2,250.00	07/10/2019	07/10/2019	23842
Total Abrasive Management Enterprise, Inc:				2,250.00	2,250.00			
<b>Air Comfort Complete, Inc</b>								
7470	Air Comfort Complete, Inc	WYSC52024	06/20/2019	412.00	412.00	07/10/2019	07/10/2019	23843
Total Air Comfort Complete, Inc:				412.00	412.00			
<b>Amazon Capital Services, Inc</b>								
7825	Amazon Capital Services, Inc	1134-PWCD-X	07/05/2019	34.70	34.70	07/10/2019	07/10/2019	23844
Total Amazon Capital Services, Inc:				34.70	34.70			
<b>American Water Works Association</b>								
410	American Water Works Associatio	7001686094	04/24/2019	324.00	324.00	07/10/2019	07/10/2019	23845
Total American Water Works Association:				324.00	324.00			
<b>Argel Sierra</b>								
7764	Argel Sierra	STIPEND ARG	07/09/2019	550.00	550.00	07/09/2019	07/09/2019	23834
Total Argel Sierra:				550.00	550.00			
<b>Atlas Office Products, Inc</b>								
620	Atlas Office Products, Inc	49882-0	06/17/2019	13.48	13.48	07/10/2019	07/10/2019	23846
620	Atlas Office Products, Inc	50077-0	06/24/2019	16.06	16.06	07/10/2019	07/10/2019	23846
620	Atlas Office Products, Inc	50183-0	06/27/2019	9.71	9.71	07/10/2019	07/10/2019	23846
620	Atlas Office Products, Inc	50271-0	06/28/2019	6.20	6.20	07/10/2019	07/10/2019	23846
Total Atlas Office Products, Inc:				45.45	45.45			
<b>Atlas Reproduction</b>								
630	Atlas Reproduction	128235	07/03/2019	470.00	470.00	07/10/2019	07/10/2019	23847
Total Atlas Reproduction:				470.00	470.00			
<b>Balco Uniform Company, Inc</b>								
7726	Balco Uniform Company, Inc	53593-1	05/28/2019	31.28	31.28	07/10/2019	07/10/2019	23848
7726	Balco Uniform Company, Inc	53593-2	06/18/2019	295.58	295.58	07/10/2019	07/10/2019	23848
Total Balco Uniform Company, Inc:				326.86	326.86			

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>Brodart Co.</b>								
7914	Brodart Co.	532489	06/14/2019	384.69	384.69	07/10/2019	07/10/2019	23849
7914	Brodart Co.	532967	06/21/2019	20.00	20.00	07/10/2019	07/10/2019	23849
<b>Total Brodart Co.:</b>				<b>404.69</b>	<b>404.69</b>			
<b>Casey Gallinger</b>								
7919	Casey Gallinger	STIPEND CAS	07/09/2019	550.00	550.00	07/09/2019	07/09/2019	23835
<b>Total Casey Gallinger:</b>				<b>550.00</b>	<b>550.00</b>			
<b>Casper Star Tribune Inc</b>								
1270	Casper Star Tribune Inc	55618	06/21/2019	57.56	57.56	07/10/2019	07/10/2019	23850
1270	Casper Star Tribune Inc	55619	06/21/2019	57.56	57.56	07/10/2019	07/10/2019	23850
<b>Total Casper Star Tribune Inc:</b>				<b>115.12</b>	<b>115.12</b>			
<b>Century Link</b>								
1350	Century Link	06252019	06/25/2019	213.18	213.18	07/10/2019	07/10/2019	23851
<b>Total Century Link:</b>				<b>213.18</b>	<b>213.18</b>			
<b>Century Link Business Services</b>								
1360	Century Link Business Services	1471114907	06/23/2019	803.61	803.61	07/10/2019	07/10/2019	23852
<b>Total Century Link Business Services:</b>				<b>803.61</b>	<b>803.61</b>			
<b>Charter Communications</b>								
1390	Charter Communications	000307706171	06/17/2019	345.47	345.47	07/10/2019	07/10/2019	23853
<b>Total Charter Communications:</b>				<b>345.47</b>	<b>345.47</b>			
<b>City of Casper</b>								
1510	City of Casper	175421	06/18/2019	929.04	929.04	07/10/2019	07/10/2019	23854
1510	City of Casper	175444	06/19/2019	651.21	651.21	07/10/2019	07/10/2019	23854
1510	City of Casper	175470	06/19/2019	553.21	553.21	07/10/2019	07/10/2019	23854
1510	City of Casper	175500	06/20/2019	328.79	328.79	07/10/2019	07/10/2019	23854
1510	City of Casper	175507	06/21/2019	1,086.45	1,086.45	07/10/2019	07/10/2019	23854
1510	City of Casper	175527	06/21/2019	469.42	469.42	07/10/2019	07/10/2019	23854
1510	City of Casper	175688	06/26/2019	546.84	546.84	07/10/2019	07/10/2019	23854
1510	City of Casper	175711	06/28/2019	252.84	252.84	07/10/2019	07/10/2019	23854
1510	City of Casper	175758	06/30/2019	472.36	472.36	07/10/2019	07/10/2019	23854
1510	City of Casper	175799	07/02/2019	825.65	825.65	07/10/2019	07/10/2019	23854
1510	City of Casper	175841	07/03/2019	556.15	556.15	07/10/2019	07/10/2019	23854
<b>Total City of Casper:</b>				<b>6,671.96</b>	<b>6,671.96</b>			
<b>Collins Communications, Inc</b>								
7427	Collins Communications, Inc	497298	07/01/2019	275.00	275.00	07/10/2019	07/10/2019	23855
<b>Total Collins Communications, Inc:</b>				<b>275.00</b>	<b>275.00</b>			
<b>Communication Technologies Inc</b>								
1640	Communication Technologies Inc	85512	06/27/2019	15,270.50	15,270.50	07/10/2019	07/10/2019	23856
1640	Communication Technologies Inc	85523	06/27/2019	51.50	51.50	07/10/2019	07/10/2019	23856

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
Total Communication Technologies Inc:				15,322.00	15,322.00			
<b>Computer Professionals Unlimited</b>								
7450	Computer Professionals Unlimited	INV113947	06/21/2019	6,239.20	6,239.20	07/10/2019	07/10/2019	23857
Total Computer Professionals Unlimited:				6,239.20	6,239.20			
<b>EMS Billing Services Inc</b>								
7474	EMS Billing Services Inc	REFUND LLOB	06/21/2019	25.38	25.38	07/10/2019	07/10/2019	23865
7474	EMS Billing Services Inc	REFUND RUS	06/21/2019	307.20	307.20	07/10/2019	07/10/2019	23865
Total EMS Billing Services Inc:				332.58	332.58			
<b>Fun On The Go</b>								
7703	Fun On The Go	497	07/03/2019	1,200.00	1,200.00	07/10/2019	07/10/2019	23858
Total Fun On The Go:				1,200.00	1,200.00			
<b>Grainger</b>								
2840	Grainger	9215681421	06/25/2019	296.24	296.24	07/10/2019	07/10/2019	23859
Total Grainger:				296.24	296.24			
<b>Grant Pederson</b>								
7665	Grant Pederson	STIPEND GRA	07/09/2019	550.00	550.00	07/09/2019	07/09/2019	23833
Total Grant Pederson:				550.00	550.00			
<b>Hach Company</b>								
2950	Hach Company	11510018	06/17/2019	62.70	62.70	07/10/2019	07/10/2019	23860
Total Hach Company:				62.70	62.70			
<b>LexisNexis</b>								
3920	LexisNexis	11095695	06/04/2019	179.10	179.10	07/10/2019	07/10/2019	23864
3920	LexisNexis	11592214	06/17/2019	534.36	534.36	07/10/2019	07/10/2019	23864
Total LexisNexis:				713.46	713.46			
<b>Local Government Liability Pool</b>								
3980	Local Government Liability Pool	12318	05/14/2019	23,027.00	23,027.00	07/10/2019	07/10/2019	23862
Total Local Government Liability Pool:				23,027.00	23,027.00			
<b>Mastercard</b>								
4170	Mastercard	02002	06/20/2019	79.30	79.30	07/10/2019	07/10/2019	23863
4170	Mastercard	36811	06/17/2019	129.00	129.00	07/10/2019	07/10/2019	23863
4170	Mastercard	60523G	07/04/2019	147.05	147.05	07/10/2019	07/10/2019	23863
4170	Mastercard	60584G 07032	07/03/2019	187.00	187.00	07/10/2019	07/10/2019	23863
4170	Mastercard	61414G	06/27/2019	118.63	118.63	07/10/2019	07/10/2019	23863
4170	Mastercard	62090Z	06/25/2019	99.00	99.00	07/10/2019	07/10/2019	23863
4170	Mastercard	62501G	07/01/2019	14.10	14.10	07/10/2019	07/10/2019	23863
4170	Mastercard	63049Z	06/21/2019	210.34	210.34	07/10/2019	07/10/2019	23863
4170	Mastercard	63240G	06/27/2019	32.50	32.50	07/10/2019	07/10/2019	23863
4170	Mastercard	64156G	07/08/2019	261.05	261.05	07/10/2019	07/10/2019	23863
4170	Mastercard	64199G	06/23/2019	498.58	498.58	07/10/2019	07/10/2019	23863

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
4170	Mastercard	65074G	07/01/2019	59.55	59.55	07/10/2019	07/10/2019	23863
4170	Mastercard	65345G	07/03/2019	31.50	31.50	07/10/2019	07/10/2019	23863
4170	Mastercard	67497G	07/03/2019	71.99	71.99	07/10/2019	07/10/2019	23863
4170	Mastercard	69245G	06/21/2019	212.88	212.88	07/10/2019	07/10/2019	23863
4170	Mastercard	69380G	07/04/2019	47.13	47.13	07/10/2019	07/10/2019	23863
4170	Mastercard	E07008JLVG	06/21/2019	20.00	20.00	07/10/2019	07/10/2019	23863
4170	Mastercard	E07008JPBA	06/21/2019	472.00	472.00	07/10/2019	07/10/2019	23863
4170	Mastercard	LUXOR 03272	03/27/2019	130.88	130.88	07/10/2019	07/10/2019	23863
Total Mastercard:				2,822.48	2,822.48			
<b>Metropolitan Compounds, Inc</b>								
7915	Metropolitan Compounds, Inc	0011339	05/20/2019	602.19	602.19	07/10/2019	07/10/2019	23866
Total Metropolitan Compounds, Inc:				602.19	602.19			
<b>Monyfacepaint</b>								
7916	Monyfacepaint	2	07/04/2019	240.00	240.00	07/10/2019	07/10/2019	23867
Total Monyfacepaint:				240.00	240.00			
<b>Mountain States Lithographing Inc</b>								
4490	Mountain States Lithographing Inc	191418	06/21/2019	62.53	62.53	07/10/2019	07/10/2019	23868
Total Mountain States Lithographing Inc:				62.53	62.53			
<b>Municipal Emergency Services</b>								
7391	Municipal Emergency Services	IN1296453	01/03/2019	31.52	31.52	07/10/2019	07/10/2019	23869
Total Municipal Emergency Services:				31.52	31.52			
<b>NAPA Auto Parts</b>								
4600	NAPA Auto Parts	415138	03/19/2019	75.98	75.98	07/10/2019	07/10/2019	23870
Total NAPA Auto Parts:				75.98	75.98			
<b>Natrona County Sheriffs Office</b>								
4660	Natrona County Sheriffs Office	3564	06/26/2019	12,938.10	12,938.10	07/10/2019	07/10/2019	23871
Total Natrona County Sheriffs Office:				12,938.10	12,938.10			
<b>Peden's Inc.</b>								
5010	Peden's Inc.	N55261	07/03/2019	416.00	416.00	07/10/2019	07/10/2019	23872
Total Peden's Inc.:				416.00	416.00			
<b>Rocky Mountain Power</b>								
5560	Rocky Mountain Power	06172019	06/17/2019	1,075.25	1,075.25	07/10/2019	07/10/2019	23873
Total Rocky Mountain Power:				1,075.25	1,075.25			
<b>Rocky Mountain Sound &amp; Light</b>								
7917	Rocky Mountain Sound & Light	19-2544	07/03/2019	55.00	55.00	07/10/2019	07/10/2019	23874
Total Rocky Mountain Sound & Light:				55.00	55.00			

Vendor	Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Last Check Date	Last Check Number
<b>Source Office &amp; Technology</b>								
5870	Source Office & Technology	PINV0386264	06/18/2019	28.00	28.00	07/10/2019	07/10/2019	23875
5870	Source Office & Technology	PINV0389062	06/26/2019	5.61	5.61	07/10/2019	07/10/2019	23875
Total Source Office & Technology:				33.61	33.61			
<b>Sutherlands</b>								
6050	Sutherlands	172614	07/04/2019	126.76	126.76	07/10/2019	07/10/2019	23876
Total Sutherlands:				126.76	126.76			
<b>Thomas Wilson</b>								
7864	Thomas Wilson	PER DIEM 080	07/01/2019	270.00	270.00	07/10/2019	07/10/2019	23877
Total Thomas Wilson:				270.00	270.00			
<b>Trans Union Risk &amp; Alternative</b>								
7392	Trans Union Risk & Alternative	07012019	07/01/2019	50.00	50.00	07/10/2019	07/10/2019	23878
Total Trans Union Risk & Alternative:				50.00	50.00			
<b>Verizon</b>								
6610	Verizon	9832014365	06/12/2019	1,463.24	1,463.24	07/10/2019	07/10/2019	23879
6610	Verizon	9832752496	06/23/2019	277.26	277.26	07/10/2019	07/10/2019	23879
Total Verizon:				1,740.50	1,740.50			
<b>Western Wyoming Lock &amp; Safe</b>								
6790	Western Wyoming Lock & Safe	19188	06/25/2019	36.00	36.00	07/10/2019	07/10/2019	23880
Total Western Wyoming Lock & Safe:				36.00	36.00			
<b>Wyoming Financial Insurance, Inc</b>								
7918	Wyoming Financial Insurance, Inc	MILLS 2019	06/11/2019	6,000.00	6,000.00	07/10/2019	07/10/2019	23881
Total Wyoming Financial Insurance, Inc:				6,000.00	6,000.00			
<b>Wyoming Signs LLC</b>								
7190	Wyoming Signs LLC	12052	06/17/2019	152.50	152.50	07/10/2019	07/10/2019	23882
Total Wyoming Signs LLC:				152.50	152.50			
Grand Totals:				90,570.92	90,570.92			

Report Criteria:

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

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>23822</b>						
06/25/2019	23822	Keith Pike	550.00	Stipend for uniforms	10-54-855	550.00 M
Total 23822:						550.00
<b>23828</b>						
07/03/2019	23828	First Interstate Bank	800.00	Petty cash for Summer Fest 2019	10-49-420	800.00
Total 23828:						800.00
<b>23829</b>						
07/03/2019	23829	Pepsi Cola Casper	228.00	water for Summer Fest	10-49-420	228.00
Total 23829:						228.00
<b>23830</b>						
07/04/2019	23830	Sharon Martinson	500.00	Music for Summerfest	10-49-420	500.00 M
Total 23830:						500.00
<b>23831</b>						
07/05/2019	23831	Wyoming Department of Transpor	5.00	Plates for Ford F150 2019	10-44-310	5.00 M
Total 23831:						5.00
<b>23832</b>						
07/05/2019	23832	Natrona County Clerk	15.00	New Title for Ford F150 Police 2019	10-44-310	15.00 M
Total 23832:						15.00
<b>23833</b>						
07/09/2019	23833	Grant Pederson	550.00	Stipend for uniform	10-54-855	550.00 M
Total 23833:						550.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount	
<b>23834</b>							
07/09/2019	23834	Argel Sierra	550.00	uniform Stipend	10-54-855	550.00	M
Total 23834:						550.00	
<b>23835</b>							
07/09/2019	23835	Casey Gallinger	550.00	Uniform Stipend	10-54-855	550.00	M
Total 23835:						550.00	
<b>23841</b>							
07/10/2019	23841	4imprint, Inc	2,307.28	Summerfest Giveaways	10-49-420	2,307.28	
Total 23841:						2,307.28	
<b>23842</b>							
07/10/2019	23842	Abrasive Management Enterprise,	2,250.00	Advanced Tactics 5 day Training Course	10-54-910	2,250.00	
Total 23842:						2,250.00	
<b>23843</b>							
07/10/2019	23843	Air Comfort Complete, Inc	412.00	2019 Spring Maintenance Police Dept	10-44-260	412.00	
Total 23843:						412.00	
<b>23844</b>							
07/10/2019	23844	Amazon Capital Services, Inc	34.70	Assurant B2B 4yr Home Protection Plan w/ AD	10-49-420	34.70	
Total 23844:						34.70	
<b>23845</b>							
07/10/2019	23845	American Water Works Associatio	324.00	2019-2020 Membership Dues	52-82-310	324.00	
Total 23845:						324.00	
<b>23846</b>							
07/10/2019	23846	Atlas Office Products, Inc	13.48	Office Supplies - sitcky notes and legal pads	10-54-235	13.48	
07/10/2019	23846	Atlas Office Products, Inc	16.06	Office Supplies - binder clips and notepads	10-54-235	16.06	
07/10/2019	23846	Atlas Office Products, Inc	9.71	Ribbon for typewriter for Library	10-44-235	9.71	

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
07/10/2019	23846	Atlas Office Products, Inc	6.20	Correction tape for typewriter for Library	10-44-235	6.20
Total 23846:						45.45
<b>23847</b>						
07/10/2019	23847	Atlas Reproduction	470.00	Sign for Summerfest	10-49-420	470.00
Total 23847:						470.00
<b>23848</b>						
07/10/2019	23848	Balco Uniform Company, Inc	31.28	Accessories for vest for new cop	10-54-225	31.28
07/10/2019	23848	Balco Uniform Company, Inc	295.58	Bulletproof Vest and accessories for new cop	10-54-225	295.58
Total 23848:						326.86
<b>23849</b>						
07/10/2019	23849	Brodart Co.	384.69	Library Supplies	10-44-310	384.69
07/10/2019	23849	Brodart Co.	20.00	Library Supplies	10-44-310	20.00
Total 23849:						404.69
<b>23850</b>						
07/10/2019	23850	Casper Star Tribune Inc	57.56	Public Hearing for River Front Property	10-44-620	57.56
07/10/2019	23850	Casper Star Tribune Inc	57.56	Public Hearing for Lower Mills Hydrant	10-44-620	57.56
Total 23850:						115.12
<b>23851</b>						
07/10/2019	23851	Century Link	213.18	Bill for Town Addresses	10-44-983	213.18
Total 23851:						213.18
<b>23852</b>						
07/10/2019	23852	Century Link Business Services	803.61	Bill for June 2019	10-44-983	803.61
Total 23852:						803.61
<b>23853</b>						
07/10/2019	23853	Charter Communications	345.47	Charter Control Account	10-44-982	345.47



Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 23853:						345.47
<b>23854</b>						
07/10/2019	23854	City of Casper	929.04	Balefill	54-84-250	929.04
07/10/2019	23854	City of Casper	651.21	Balefill	54-84-250	651.21
07/10/2019	23854	City of Casper	553.21	Balefill	54-84-250	553.21
07/10/2019	23854	City of Casper	328.79	Balefill	54-84-250	328.79
07/10/2019	23854	City of Casper	1,086.45	2nd QTR GIO 2019	10-44-337	1,086.45
07/10/2019	23854	City of Casper	469.42	Balefill	54-84-250	469.42
07/10/2019	23854	City of Casper	546.84	Balefill	54-84-250	546.84
07/10/2019	23854	City of Casper	252.84	Balefill	54-84-250	252.84
07/10/2019	23854	City of Casper	472.36	Balefill	54-84-250	472.36
07/10/2019	23854	City of Casper	825.65	Balefill	54-84-250	825.65
07/10/2019	23854	City of Casper	556.15	Balefill	54-84-250	556.15
Total 23854:						6,671.96
<b>23855</b>						
07/10/2019	23855	Collins Communications, Inc	275.00	ITS Customer Care Contract	10-55-860	275.00
Total 23855:						275.00
<b>23856</b>						
07/10/2019	23856	Communication Technologies Inc	15,270.50	Equip and Install new equipment in new truck	10-54-440	15,270.50
07/10/2019	23856	Communication Technologies Inc	51.50	Repair display on watchguard video unit #66	10-54-950	51.50
Total 23856:						15,322.00
<b>23857</b>						
07/10/2019	23857	Computer Professionals Unlimited	6,239.20	Aruba Switch, Thinkvision center and station, camera,	10-55-390	6,239.20
Total 23857:						6,239.20
<b>23858</b>						
07/10/2019	23858	Fun On The Go	1,200.00	Rentals for Summerfest	10-49-420	1,200.00
Total 23858:						1,200.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>23859</b>						
07/10/2019	23859	Grainger	296.24	Barrier Posts with belts for Library	10-44-260	296.24
Total 23859:						296.24
<b>23860</b>						
07/10/2019	23860	Hach Company	62.70	Petri Dish	52-82-840	62.70
Total 23860:						62.70
<b>23861</b>						
07/10/2019	23861	Lloyd Bricker	25.38	Refund Overpayment for Ambulance Service	10-56-920	25.38
Total 23861:						25.38
<b>23862</b>						
07/10/2019	23862	Local Government Liability Pool	23,027.00	Membership Renewal 7/1/19-6/30/20	10-44-863	23,027.00
Total 23862:						23,027.00
<b>23863</b>						
07/10/2019	23863	Mastercard	79.30	Flowers for Library	10-49-420	79.30
07/10/2019	23863	Mastercard	129.00	Tomahawk Live Trap	10-53-840	129.00
07/10/2019	23863	Mastercard	147.05	Summerfest Items	10-49-420	147.05
07/10/2019	23863	Mastercard	187.00	Summerfest Items	10-49-420	187.00
07/10/2019	23863	Mastercard	118.63	Canopy and Narc Box Safe	10-56-351	118.63
07/10/2019	23863	Mastercard	99.00	Cameras for Police Officers	10-54-350	99.00
07/10/2019	23863	Mastercard	14.10	Distilled Water	52-82-840	14.10
07/10/2019	23863	Mastercard	210.34	Summerfest Supplies	10-49-420	210.34
07/10/2019	23863	Mastercard	32.50	Recordings	10-44-351	32.50
07/10/2019	23863	Mastercard	261.05	Vehicle Registration	10-44-310	261.05
07/10/2019	23863	Mastercard	498.58	Supplies	10-44-267	498.58
07/10/2019	23863	Mastercard	59.55	Cases of Water	10-56-351	59.55
07/10/2019	23863	Mastercard	31.50	Summerfest Items	10-49-420	31.50
07/10/2019	23863	Mastercard	71.99	Summerfest Items	10-49-420	71.99
07/10/2019	23863	Mastercard	212.88	Summerfest Supplies	10-49-420	212.88
07/10/2019	23863	Mastercard	47.13	McDonalds for Summerfest workers	10-49-420	47.13
07/10/2019	23863	Mastercard	20.00	Microsoft O365 E3	10-55-865	20.00
07/10/2019	23863	Mastercard	472.00	Microsoft O365 E1	10-55-865	472.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
07/10/2019	23863	Mastercard	130.88	Luxor Hotel Las Vegas Acord K9 Medic Class	10-54-260	130.88
Total 23863:						2,822.48
<b>23864</b>						
07/10/2019	23864	Matthew Bender & Co., Inc.	179.10	Wy Court Rules 2019	10-54-270	179.10
07/10/2019	23864	Matthew Bender & Co., Inc.	534.36	Wyoming Statutes 2019	10-54-270	534.36
Total 23864:						713.46
<b>23865</b>						
07/10/2019	23865	Medicare Service Center	307.20	Refund Overpayment for Ambulance Service	10-56-920	307.20
Total 23865:						307.20
<b>23866</b>						
07/10/2019	23866	Metropolitan Compounds, Inc	602.19	Conc Weed Spray	52-82-840	602.19
Total 23866:						602.19
<b>23867</b>						
07/10/2019	23867	Monyfacepaint	240.00	Face Painting for Summerfest	10-49-420	240.00
Total 23867:						240.00
<b>23868</b>						
07/10/2019	23868	Mountain States Lithographing Inc	62.53	Business Cards for C Coates	10-54-236	62.53
Total 23868:						62.53
<b>23869</b>						
07/10/2019	23869	Municipal Emergency Services	31.52	DexPro Gloves Shipping	10-56-351	31.52
Total 23869:						31.52
<b>23870</b>						
07/10/2019	23870	NAPA Auto Parts	75.98	Fuel Filter	10-44-260	75.98

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
Total 23870:						75.98
<b>23871</b>						
07/10/2019	23871	Natrona County Sheriffs Office	12,938.10	House Inmates for May 2019	10-54-415	12,938.10
Total 23871:						12,938.10
<b>23872</b>						
07/10/2019	23872	Peden's Inc.	416.00	Summerfest Shirts	10-49-420	416.00
Total 23872:						416.00
<b>23873</b>						
07/10/2019	23873	Rocky Mountain Power	1,075.25	240 Chamberlin Utility	10-44-941	1,075.25
Total 23873:						1,075.25
<b>23874</b>						
07/10/2019	23874	Rocky Mountain Sound & Light	55.00	Summerfest Event	10-49-420	55.00
Total 23874:						55.00
<b>23875</b>						
07/10/2019	23875	Source Office & Technology	28.00	Nameplates for House & Coates	10-54-235	28.00
07/10/2019	23875	Source Office & Technology	5.61	Binders	10-54-235	5.61
Total 23875:						33.61
<b>23876</b>						
07/10/2019	23876	Sutherlands	126.76	Summerfest Items	10-49-420	126.76
Total 23876:						126.76
<b>23877</b>						
07/10/2019	23877	Thomas Wilson	270.00	Per Diem for DCI Basic Academy Riverton Aug 2019	10-54-910	270.00
Total 23877:						270.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Check Amount
<b>23878</b>						
07/10/2019	23878	Trans Union Risk & Alternative	50.00	digital investigate subscription	10-54-330	50.00
Total 23878:						50.00
<b>23879</b>						
07/10/2019	23879	Verizon	1,463.24	Cell Phones	10-44-850	1,463.24
07/10/2019	23879	Verizon	277.26	Cell Phones	10-44-850	277.26
Total 23879:						1,740.50
<b>23880</b>						
07/10/2019	23880	Western Wyoming Lock & Safe	36.00	Everest Keys	10-44-260	36.00
Total 23880:						36.00
<b>23881</b>						
07/10/2019	23881	Wyoming Financial Insurance, Inc	6,000.00	Consulting Retainer for 7/1/19 - 6/30/20	10-44-862	6,000.00
Total 23881:						6,000.00
<b>23882</b>						
07/10/2019	23882	Wyoming Signs LLC	152.50	Summerfest Banners	10-49-420	152.50
Total 23882:						152.50
Grand Totals:						92,668.92

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-21100	.00	86,080.42-	86,080.42-
10-44-235	15.91	.00	15.91
10-44-260	820.22	.00	820.22
10-44-267	498.58	.00	498.58
10-44-310	685.74	.00	685.74

GL Account	Debit	Credit	Proof
10-44-337	1,086.45	.00	1,086.45
10-44-351	32.50	.00	32.50
10-44-620	115.12	.00	115.12
10-44-850	1,740.50	.00	1,740.50
10-44-862	6,000.00	.00	6,000.00
10-44-863	23,027.00	.00	23,027.00
10-44-941	1,075.25	.00	1,075.25
10-44-982	345.47	.00	345.47
10-44-983	1,016.79	.00	1,016.79
10-49-420	7,517.43	.00	7,517.43
10-53-840	129.00	.00	129.00
10-54-225	326.86	.00	326.86
10-54-235	125.68	.00	125.68
10-54-260	130.88	.00	130.88
10-54-270	713.46	.00	713.46
10-54-330	50.00	.00	50.00
10-54-350	99.00	.00	99.00
10-54-415	12,938.10	.00	12,938.10
10-54-440	15,270.50	.00	15,270.50
10-54-855	2,200.00	.00	2,200.00
10-54-910	2,520.00	.00	2,520.00
10-54-950	51.50	.00	51.50
10-55-390	6,239.20	.00	6,239.20
10-55-860	275.00	.00	275.00
10-55-865	492.00	.00	492.00
10-56-351	209.70	.00	209.70
10-56-920	332.58	.00	332.58
52-21100	.00	1,002.99-	1,002.99-
52-82-310	324.00	.00	324.00
52-82-840	678.99	.00	678.99
54-21100	.00	5,585.51-	5,585.51-
54-84-250	5,585.51	.00	5,585.51
99-10200	.00	.00	.00
Grand Totals:	92,668.92	92,668.92-	.00



**CHECK LIST FOR**  
**July 10<sup>th</sup> , 2019**  
**COUNCIL MEETING**  
**Town Hall**

6-23-2019	23714-23815	Transmittals
6-25-2019	23816-23817	Void
6-26-2019	23818-23821	Transmittals
6-26-2019	23822	Manual
6-26-2019	23823-23824	Transmittals
6-26-2019	23825	Payroll
7-3-2019	23826-23827	Void
7-4-2019	23828-23832	Manual
7-5-2019	23833-23835	Manual
7-9-2019	23836-23840	Transmittals
7-10-2019	23841-23882	Vouchers

COUNCIL:

\_\_\_\_\_

MAYOR: \_\_\_\_\_

TOWN CLERK: \_\_\_\_\_



**TOWN OF MILLS**  
EST. 1921

**MANUAL CHECKS**

**Town Hall**

**July 10<sup>th</sup>, 2019**

**COUNCIL MEETING**

6-25-2019	23822	Keith Pike	Stipend	\$550.00
7-3-2019	23828	First Interstate Bank	Petty Cash Summer Fest	\$800.00
7-4-2019	23829	Pepsi	Water for Summer Fest	\$228.00
7-4-2019	23830	Sharon Martinson	Music For Summer Fest	\$500.00
7-5-2019	23831	WYDOT	Plates for Ford F150	\$5.00
7-5-2019	23832	Natrona County Clerk	Title for Ford F150	\$15.00
7-9-2019	23833	Grant Pederson	Stipend	\$550.00
7-9-2019	23834	Argel Sierra	Stipend	\$550.00
7-9-2019	23835	Casey Gallinger	Stipend	\$550.00

550.00+  
550.00+  
550.00+  
550.00+  
15.00+  
5.00+  
500.00+  
800.00+  
228.00+  
3,748.00  
3,748.00x

**TOTAL: \$3,748.00**





**TOWN OF MILLS**  
EST. 1921

**Voided Checks**

**July 10<sup>th</sup> , 2019**

**Council Meeting**

6-25-2019	23816	None	Printed on wrong check number	IRS	\$22,684.16
6-25-2019	23617	23821	Printed on wrong check number	Orchard Trust	\$515.00
7-3-2019	23826	23829	Printed wrong on check	Pepsi	\$228.00
7-3-2019	23827	23828	Printed Wrong on Check	First Interstate Bank	\$800.00

Town Hall Total: \$24,227.16

.....-P  
 .....:P  
 515.00+  
 22,684.16+  
 228.00+  
 800.00+  
 004  
 24,227.160  
 24,227.16x

## **Media and Social Media Policy**

The Town of Mills, Wyoming seeks to work cooperatively with the media to disseminate information of public interest and concern in a truthful, complete, and timely manner.

### **I. POLICY**

1. To achieve the Town's goal, the Town Administrator is designated as the Town's Public Information Officer ("PIO"). The Town Administrator may designate an individual or individuals to serve in this role as he deems necessary. The Town Administrator shall be responsible for the implementation of this policy. When the Town Administrator is unavailable, he or she shall designate one of the authorized Town spokespersons as the Acting Town PIO, should the need for a person to fill that role arise.
2. At all times the Town Mayor may provide information act as the Public Information in coordination with the Town Administrator and does not require an appointment or delegation to serve in that role.
3. The press should be treated like a customer of the Town and all Town employees or officials who engage with the press shall do so in a courteous, polite and professional manner.
4. Any media inquiries received by Town staff or employees will be referred immediately to their Department Director who, in turn, will immediately forward the contact to the Town PIO for response.
5. Inquiries from the news media are given a high priority by the Town of Mills and should be responded to as quickly, accurately and efficiently as possible. Effort should be made to meet media deadlines and to ensure that all information released is accurate and complete.
6. When contacted by the Town PIO for information needed to respond to a media inquiry, all Department Directors shall immediately provide the Town PIO the most accurate and complete information available to them for the response.
7. If the Town PIO determines that the Town's goals and policies can best be achieved by having someone with more background or expertise speak for the Town on a particular topic, he or she may designate one of the authorized spokespersons to assist with or give the Town's response. Such a designation is not to be presumed and shall not arise unless the Town PIO directs such a designation to occur.
8. To assure that the Town's elected officials have accurate, complete and timely information to fulfill their responsibilities to represent the public in Town affairs, they shall be informed by email of the substance of significant media inquiries and

of the Town's official response. They shall be notified of all official Town press releases.

9. The Town recognizes that Social Media is a type of Media. The PIO may therefore designate one or more individuals for making direct publication to Social Media.
10. Only persons designated by the PIO, except where otherwise provided for in this policy, may speak for the Town or any of its Departments. Purporting to speak on behalf of the Town, its Departments, or the its employees when not authorized under this Policy is prohibited and is grounds for dismissal. This includes the publication of information in social medial in any such instance in which the publication purports to or appears to speak for the Town, its Departments or its employees.
11. Town employees in any Department will be presumed to be speaking on behalf of the Town, its Departments, or its Employees by members of the general public when that is done so during working hours or when done so in a manner which would lead to the perception by the public that they are speaking on behalf of the Town, the Town's Departments or the Town's employees. Therefore, any such communications that are made during working hours or in a setting that suggests that the speaker is speaking on behalf of the Town, its Departments or its employees when made can only be made in accordance with this Policy.
12. At all times the Town's employees shall present themselves in a professional manner in keeping with their role as a Town employee.

## **II. TOWN SPOKESPERSONS**

Authorized Town spokespersons that the Town PIO, in his or her judgment, may designate for a particular response for the Town are as set forth below. Such authorization must be specific, except where noted below to exist by way of this policy. Where such an authorization is noted as existing by way of this policy, that authorization may be removed by the Town Administrator, except as otherwise noted.

1. The following individuals shall not need authorization from the Town PIO in order to speak on behalf of the Town.
  - a. The Mayor, and Town Council members. Nothing in this policy shall be read to seek to prevent the Mayor or the Town Council members from speaking on any political or public interest matter.
2. The following individuals are authorized to speak on the subjects noted below with their authorization under this policy limited to those topics. This authorization may be withdrawn.
  - a. The Police Chief in regard to any law enforcement matter.

- b. The director of Emergency Services in regard to any emergency matter.
3. The following individuals may be designated to speak on particular issues by the Town PIO. Nothing in this list is intended to indicate that the Town Council may not also designate any individual to speak for the Town on any particular issues.
  - a. The Town Attorney
  - b. All Department Directors
  - c. A Public Relations Specialist, should a person or entity be acting in that role.
  - d. Knowledgeable Town employees who have been designated in accordance with this section by the Town PIO.

### **III. PUBLIC SAFETY ISSUES**

1. Because the Mills Police Department (MPD) operates 24/7 and its work can generate a high volume of media calls, it shall designate an officer or officers as Public Information Officers or PIO's and follow specific guidelines when releasing information. In the absence of a specific designation, the Mills Police Chief shall be the MPD PIO.
2. When the Town PIO is notified by a Town staff member of a media call regarding a police investigation or general criminal activity, the Town PIO will immediately work with the MPD PIO for the appropriate response.
3. All information released to the media by the MPD PIO should be reviewed by the Town PIO who will forward the information by email to elected officials.
4. Media inquiries concerning matters of police personnel, general police policies and procedures, or in any way reflecting upon the competency or integrity of police personnel or police administration will be routed to and handled directly by the Town PIO as provided in this policy.
5. The MPD shall respond to media requests for records concerning investigations by requiring reporters to complete an MPD Case Report Request.
6. In law enforcement situations, on-scene requests for media interviews will be referred to the MPD PIO. The Town PIO may write and distribute press releases based on information provided by the on-scene MPD PIO.
7. In fire and emergency situations, on-scene requests for media interviews will be referred to the Mills Emergency Services Administrator. The Town PIO may write and distribute press releases based on information provided by the Emergency Services Administrator.

8. In combined law enforcement/fire/EMS situations, only one person will speak on behalf of the Town as determined by the Town PIO. In the absence of a designation and a need for a statement to be made, the designated individual shall be the MPD PIO.

#### **IV. RECORDS REQUESTS**

1. Media requests for records will be handled in accordance with this policy, to the extent it is consistent with any applicable and current Wyoming Open Records Act. The Town PIO will be notified of all media records requests.
2. Any requests made to the Town Administrator will be forwarded to the Town Clerk who is the official custodian of all Town records.
3. The Town Clerk will be responsible to see that media records requests are handled in an accurate, complete and timely manner in accordance with the Wyoming Open Records Act.
4. Media requests for records, other than criminal justice records, shall be made in writing on the Open Records Request form and delivered to the Town Clerk. A record of all records provided to the media in response to the request shall be attached to the completed form and archived by the Town Clerk. Records made be provided electronically with it presumed that electronic copies are preferred. Where records are voluminous and therefore require more than four (4) hours of time on the part of a member of the Town Clerk's office to copy, a reasonable charge may be assessed for the same. The party requesting the records shall be informed that a charge will be assessed. People making media requests shall provide reasonable assurance to the Clerk at the time of their request that they are making the request in their capacity as members of the media.
5. The records produced in response to media requests shall be readily available for public viewing upon request.

#### **V. PRIVILEGED AND PRIVATE INFORMATION**

1. The vast majority of the records and affairs of the Town of Mills are public information which citizens, including the press, have the right to know. All public information should be provided to the press upon request without unnecessary delay.
2. Some matters, however, like ongoing investigations, information regarding litigation or the threat of litigation, personnel issues, real estate transactions, medical and mental health matters, private data regarding citizens, documents in draft form, to name a few, are governed by privileges and laws intended to advance important public policy goals.
3. When a media request for an interview or for records appears to involve a subject matter that may be privileged or private, the Town PIO or Town Clerk should

consult with the Town Attorney. The Town Attorney will review the request without delay and promptly provide counsel to staff.

## **VI. PERSONAL POINTS OF VIEW**

1. It is recognized that all employees have the right to express their personal points of view regarding matters of general public concern. However, personal points of view may conflict with the Town's official policy.
2. Given the above, those Town employees who write letters to the editor or publish items on social media may not use official Town stationary, logos or give the impression that they are speaking in an official capacity. If an employee chooses to identify himself or herself as a Town employee in a letter or email to the editor, or in social media he or she must state that the views set forth in the letter do not represent the views of the Town but are the employee's personal opinions. Individuals whose role with the Town may include titles or appointments that would give rise to an assumption that they are speaking on behalf of the Town must take particular care not to give that impression and make it plain that they are speaking as a private citizen and not on behalf of the Town or its employees. Individuals who are speaking on behalf of an organization or entity that is not an official part of the Town's structure must make it plain that they are speaking on behalf of that entity, or themselves, and not the Town.
3. A similar disclaimer must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for radio or television, unless the employee has been designated by the Town PIO as a spokesperson for the Town.
4. While nothing in this policy shall be read to attempt to restrain an employee from voicing his private opinion, all employees shall keep in mind that their employment with the Town is a public trust and that all employees are obligated to keep the best interest of the Town in mind, including the best interest of the Town over their own personal interest, whatever those may be. At no time shall a Town employee disparage his fellow employees either singularly or collectively or seek to portray the Town in a negative light simply because they conceive of it as being in their own personal interest. Employees who disparage their fellow employees or the Town in violation of this policy may be disciplined including being dismissed from their employment.
5. While at work in their role as a Town Employee the expectation of the Town is that employees will be working in their official capacity. Given this, such individuals, while at work, unless subject to an express exception provided in some other fashion such as a release from this requirement by way of a writing or contract, shall not use their work time for the expression of their private opinions to the media or by way of social media.

6. While Town employees have a right to express their personal points of view as recognized by this policy, Town employees shall always present themselves in a professional manner. No employee may knowingly present falsehoods to the media or the public by any means. When employees express matters of conjecture they should take care to present them as speculation or conjecture and not informed fact when they know this is the case. Knowingly disseminating falsehoods shall be cause for discipline including immediate dismissal.

## **VII. TOWN-INITIATED INFORMATION**

7. Proactive media contact on behalf of the Town is processed through the Town PIO—this includes press releases, media advisories and personal contacts with reporters and editors for coverage.
8. Departments seeking public Town for events or activities or needing to collaborate with the media to communicate important information to the public, will coordinate with the Town PIO.
9. No Department is authorized to issue press releases, media advisories, publish matters on social media or to make personal contact with reporters and editors without processing it according to this policy.

## **VIII. CRISIS OR EMERGENCY ISSUES**

During a crisis or major emergency (i.e. flooding, tornado, mass casualty incident, etc.), the procedure for communicating with the media is highlighted in the Town's Crisis Communications Plan when it is forthcoming. The plan shall designate the Town PIO as the main point of contact for the media. The Town PIO will be assisted by alternates, including the MPD PIO, to prepare and disseminate emergency public information. In the absence of a plan, the Town PIO will be individual who will provide information as noted, assisted by such delegees as made be made at the time.

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

READ AND ACCEPTED:

\_\_\_\_\_

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN  
OF MILLS WYOMING AND USA TRUCKING**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 between the Town of Mills, Natrona County, Wyoming, hereinafter referred to as "Town" or "Mills" and USA Trucking and RDS Holdings, hereinafter "Property Owners"

**RECITALS**

Whereas, the Town of Mills, Wyoming, a municipal corporation duly organized under the laws of the State of Wyoming and located within the boundaries of Natrona County, Wyoming; and USA Trucking Limited Liability Company ("USA Trucking") and RDS Holding LLC (RDS Holding), duly organized limited liability companies organized under the laws of the State of Wyoming and having their principal place of business in Natrona County, Wyoming, entered into a Memorandum of Understanding on the 18<sup>th</sup> day of February, 2019 and;

Whereas the Town of Mills and USA Trucking and RDS Holding now wish to modify the same, it is herein provided as follows

**AGREEMENT**

The Memorandum of Understanding Where the Memorandum of Understanding is modified such that states as follows at paragraph 2(I):

Property Owners shall provide an easement for a waterline across Property Owner's property to a Mills water tank for a waterline replacement project. Mills shall pay to Property Owners the sum of Five Thousand Dollars (\$5,000.00) for the easement.

It shall be modified to read I instead as follows:

The Town of Mills will waive the tap fee for an 8" tap and provide USA Trucking with a fire hydrant and tap saddle to be installed. The Town of Mills will engineer and permit the line through DEQ. USA Trucking will at no cost provide the Town of Mills an easement from the property line to the location of the hydrant.

USA Trucking will also provide the contractor and materials to install the line from the tap saddle to the termination point.

This joint effort and cost sharing is being undertaken by the Town and USA Trucking to provide better protection for fire suppression.

AL 7-9-19



All other provisions in the Memorandum of Understanding shall remain the same with on other provisions modified by way of this Addendum. This Addendum shall become part of the Memorandum of Understanding upon its being executed.

For the Town of Mills:

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For USA Trucking:

A handwritten signature in blue ink, appearing to read "Rick Segest", written over a horizontal line.

For RDS Holdings:

A handwritten signature in blue ink, appearing to read "Rick Segest", written over a horizontal line.

## **PUBLIC SAFETY ADVISORY COMMITTEE AGREEMENT**

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of July, 2019, by and among the City of Casper, Wyoming, A Municipal Corporation, hereinafter referred to as "City", and Natrona County, Wyoming, Natrona County Fire Protection District, Town of Mills Wyoming, Town of Evansville, Wyoming, Town of Midwest, Wyoming, hereinafter referred to individually and collectively as "User Entity." Throughout this document, City and User Entities may be collectively referred to as the "parties."

### **WITNESSETH:**

**WHEREAS**, the various public safety user entities in Natrona County that provide public safety services desire to coordinate, centralize, and economically operate a combined dispatch and E-911 emergency telephone service in Natrona County, Wyoming and agree to participate in funding of such facilities; and,

**WHEREAS**, User Entity, in order to facilitate operation of all public safety dispatching and E-911 emergency telephone service in Natrona County, desires to create and organize an E-911 Advisory Committee to act as a users' group to exchange information and communicate regarding customer service issues; and,

**WHEREAS**, The City of Casper has agreed to administer and provide services for all public safety dispatching and E-911 emergency telephone services in Natrona County, Wyoming for User Entities and private enterprise users such as Wyoming Medical Center, in and as a part of a facility maintained and operated by the City, known as the Public Safety Communications Center (hereinafter referred to as "PSCC") under the terms and conditions set forth in the Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and Agreements contained herein, it is understood and agreed by and between the parties as follows:

### **I. AGREEMENT DURATION**

The initial term of the Agreement shall be for the fiscal year commencing July 1, 2019 through June 30, 2020. This Agreement shall automatically renew on July 1, 2020, and on July 1<sup>st</sup> of each fiscal year thereafter for like terms unless otherwise

terminated as provided in Section IV of this Agreement. Provided, however, this Agreement shall terminate and be of no further force of effect between the parties at midnight on June 30, 2024.

## **II. CREATION, ORGANIZATION, AND COMPOSITION OF ADVISORY COMMITTEE**

- A. An Advisory Committee shall be established consisting of the following persons or their authorized designees, recognized as voting representatives: City of Casper Police Chief, City of Casper Fire Chief, Casper City Manager, Casper City Attorney, Casper City Finance Director, Natrona County Fire Protection District, Natrona County Sheriff, Natrona County Attorney, Town of Mills Police Chief, and Town of Evansville Police Chief, Private enterprise User Entity members with non-voting status covered under a separate agreement, but part of the committee: Wyoming Medical Center. Additional representatives may be appointed, as necessary, to represent other public safety users or private enterprise users.
- B. The Advisory Committee shall act as a forum to address issues, including, but not limited to, information exchange, customer service concerns, and recommendations on PSCC operations. The Advisory Committee shall investigate and recommend policies and procedures for operations to the Casper City Manager, and investigate and recommend funding sources as they relate to PSCC.

## **III. OPERATION, MAINTENANCE, AND BUDGET**

- A. Operation. The City shall enter into appropriate Agreements with telecommunications companies to provide service for the E-911 Emergency Reporting System, in accordance with the Exchange Network Service Tariffs on file with the Wyoming Public Service Commission. The City agrees to timely advance payment to the appropriate telecommunications companies, for services provided on the User Entities' behalf.
  - 1. The City shall employ and train all personnel necessary to operate all radio and E-911 systems. All calls received by the PSCC shall be dispatched by PSCC personnel. The City shall provide adequate space for, and maintain all necessary equipment for the operation of the PSCC as provided herein.

2. Each User Entity grants the City full authority over the administration and dissemination of relevant Federal Bureau of Investigation – National Crime Information Center (FBI-NCIC) data that pertains to said jurisdiction.
- B. Operational and Maintenance Expense. The City shall be responsible for the actual operation and maintenance of the PSCC. It shall make disbursements for all costs incurred in such operations and maintenance, subject to monthly reimbursement from each User Entity for its proportionate share of all the actual operational, maintenance, and depreciation expenses as provided below:
1. Operation expenses. Include, but are not limited to, salaries, employee benefits, tax and workers' compensation insurance expenses; travel and training expenses; uniforms; safety equipment; telephone and Enhanced 911 expenses; radio equipment and expenses; audio recorder equipment and expenses; rent; insurance and bonds; office supplies; and CAD system expenses.
- C. Depreciation Expense. The operational budget for the PSCC includes an account for the depreciation of assets. This depreciation account is for tracking and depreciating asset purchases. In addition to the proportionate share of operational and maintenance expenses, each User Entity shall also pay to the City of Casper, on a monthly basis, their proportionate share of the total annual depreciation expenses incurred by the PSCC for the prior fiscal year.
- D. Accounting. Each User Entity agrees to pay to the City a proportionate share of the maintenance, operational, and depreciation expenses incurred by the City in operating the PSCC, based on the ratio that each entity's calls for service bears to the total number of calls received by the PSCC. For the purposes of cost allocation, calls for service shall be determined using the most recent three calendar year rolling average of actual calls taken. Each User Entity understands and agrees that these payments are reimbursement to the City of Casper for expenses incurred in operating and maintaining the PSCC and do not confer any ownership interest in any PSCC assets to any User Entity. Each User Entity's proportion, for year one of this agreement and based upon calendar years 2016 through 2018 is set forth on "Exhibit A" attached hereto; the same being incorporated herein at this point as if fully set forth.
1. The City shall bill each User Entity on a monthly basis for each User Entity's proportionate share for the operational, maintenance, and depreciation expense incurred in the operation of the PSCC. Each User Entity agrees to pay each bill within forty-five (45) days of bill receipt.
  2. E-911 surcharge fees will be allocated to the Public Safety Communications Center, directly from the Natrona County Treasurer's office. The funds shall

be divided and credited proportionately to each User Entity's respective monthly invoice.

- E. Information Services. Each User Entity desiring to add hardware or software to the CAD system is required to submit a proposal to the City. This proposal will define the expansion, costs, and benefits to each User Entity, and any additional resources to operate the CAD system. The proposal will be evaluated by the Advisory Committee and the City Management Information Technology Division, and the final decision will be made by the City Manager.

#### **IV. TERMINATION AND DISSOLUTION**

- A. Any party may withdraw from this Agreement by providing the Casper City Manager with ninety (90) days advance written notice, prior to July 1<sup>st</sup> of any fiscal year. Following said notice, this Agreement shall terminate, and be of no further force or effect between the City of Casper and the terminating party on July 1 of the year such notice is given. A copy of such termination notice shall be supplied to each other party to this Agreement by the City Manager as soon as practical. The terminating party shall be liable for any cost incurred by the City of Casper for terminating party's proportionate share of the operational, maintenance, and depreciation expenses up to the date of the termination of this Agreement.
- B. Upon withdrawal of any User Entity from this Agreement, the operational, maintenance, and depreciation expenses shall be re-prorated between the remaining parties to this Agreement, as otherwise provided in the Agreement.
- C. Upon termination and dissolution of this Agreement, any and all capital assets of the PSCC, including all equipment and software associated therewith, shall remain and be the sole separate property of the City of Casper, free and clear of any claim of any party.
- D. The parties' obligation under the Spillman User Confidentiality Policy Agreement shall survive termination and dissolution of this Agreement.

#### **V. GENERAL TERMS AND CONDITIONS**

- A. Wyoming Governmental Claims Act. The parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the parties specifically reserve the right to

assert any and all rights, immunities, and defenses they may have pursuant to the Wyoming Governmental Claims Act.

- B. Changes. The City may, from time to time, request changes in the scope of the services of the Agreement. Such changes, including any increase or decrease in the amount of the City's compensation, which are mutually agreed upon between the City and the User Entities, shall be incorporated in written amendments to this Agreement.

## **VI. SEVERABILITY**

The terms, provisions, and conditions of the Agreement are severable. If any term or provision of the Agreement or its application to any person or circumstance is determined by a court of proper jurisdiction to be invalid, such invalidity shall be limited to such person, circumstance, term or provision and shall not affect the other persons, circumstances, terms or provisions which can be given effect without the invalid provision or application.

(SIGNATURE PAGE BELOW)

APPROVED AS TO FORM:

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Attest

CITY OF CASPER, WYOMING  
A Municipal Corporation:

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Fleur D. Tremel  
City Clerk

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Charles Powell  
Mayor

Attest:

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Name of Agency (please print)

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Clerk

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Name/Title