

WORK SESSION MEETING
August 12, 2025
6:00 PM
City Hall



CITY OF MILLS
EST. 1921

Mayor:
Leah Juarez
Council President:
Brad Neumiller
Council Members:
Cherie Butcher
Sarah McCarthy
Tim Sutherland

MINUTES

CALL TO ORDER

AGENDA ITEMS

1. Council - Renting out Community Center
 - a. Use of city hall basement/fire hall for employee funeral reception on the 22nd (Friday), 11 to 4, beer allowed with permit
 - i. [Sarah] reported Public Works employee Patrick Stoner's father passed away over the weekend and requested renting the hall for the funeral reception on the 22nd (a Friday), with beer from 11 to 4. Discussion covered cleanliness concerns, prior rental issues, manpower limits, deposit, permit, and allowing employees to use the space if they clean up.
 - b. Facility cleanliness and rental policy history
 - i. Participants noted historic problems: rentals not being cleaned, damage exceeding revenue, insufficient checks to reclaim deposits, and manpower constraints. Previously paid Connie to clean, resulting in net loss. Low utilization when renting. Employees historically allowed to use without deposit, with expectation of cleanup and accountability.
 - c. Conclusion
 - i. Approved: Allow employee use for Patrick Stoner's reception on the 22nd, 11 to 4. Charge \$50 permit for alcohol, no deposit. Provide key the day before so they can check/clean; they must clean before and after and follow rules. No smoke machines; notify fire department if relevant.
2. Fire Chief - HSA Deductions
 - a. HSA deduction/deposit discrepancies (2021–2024)
 - i. Participants reviewed mismatches between HSA payroll deductions and deposits (e.g., \$139.50 deducted vs. \$93 deposited; unexplained \$107 deposits). Issues date back to October of 21, with last \$107 employee deposit on 12, 5, and 24. Multiple instances of three-paycheck months causing inconsistent deductions/deposits. Suspected configuration changes were made in payroll/Cassell but not on the insurance side.
 - b. Fronting HSA payments vs. month-in-arrears process
 - i. Debate on whether the city is 'fronting' HSA contributions via invoice/ACH (paid after first council meeting) while HSA payouts occur between the 3rd–10th, implying advances. Some believe a switch to fronting was intended but never actually executed with a double-deposit transition. Bank statements do not show double deposits. Need to stop advancing funds and align billing with collected deductions.
 - c. Current-state reconciliation (from 2025-01-01 onward)
 - i. From January 1st, the only identified issue was a missed May deduction, which was made up with a third June check. June deductions allegedly not deposited in early July triggered the current review. Verification against bank statements and invoices is needed.
 - d. Audit/insurance claim coverage window
 - e. Prior issues were believed to be included in an insurance claim and spreadsheets (HSAs and other insurance items). There is confusion on claim coverage end date: references to April,

November. Items back to 21 are thought to be covered, but post-April (or later) 2024 issues remain unresolved.

- f. Individual account impacts and examples
 - i. Examples: city had three paydays in January 24; \$139.50 total deductions vs. \$93 employee contributions; random \$107 deposits while only \$100 deducted; employee switched from \$46.50 per paycheck (\$93/month) to \$50 (\$100/month) and saw unexplained \$107s; potential late start of deductions in 21; some months with three paychecks caused extra deductions; a few instances where deductions not taken on the 30th. One participant: negative \$299.50 for HSA; over-deducted insurance by \$14.31; net owing \$10.50 'month for month' under the fronting assumption.
- g. Who is still on HSA and monthly amounts
 - i. Most dropped HSA and returned to the regular plan; a few (e.g., Matt) still on HSA and plan to backtrack records. There are 17 employees with HSA right now. Combined monthly HSA amount (both employer and employee) is about \$3,700.
- h. Process gaps and controls
 - i. Past payroll handling errors (e.g., Alyssa changed HSA in Caselle but not insurance system). Communication gaps (e.g., Nate processed payroll with misunderstanding about three checks in May; planned to adjust in June). Lack of documented 'double' actions to transition to fronting. Need documentation (e.g., JEs) if process changed. Concern that advancing HSA is like advancing wages and poses compliance risks.
- i. Coordination with external partners (Tom, Pat, Hub, Hilltop)
 - i. Summer emailed Tom to confirm whether fronting is occurring and since when; plan to loop in Pat after hearing back from Tom. The Hub previously 'freaked out' when payment was late due to them having already paid out HSA to Hilltop. ACH was adopted to reduce lateness issues.
 - ii. Bond claim legal strategy and next steps
 - 1. [Pat] outlined preparing a tailored letter addressing the counterparty's legal objections on the bond claim, aiming to satisfy legal concerns before negotiating numbers. Expectation that the other side may send their own agents to calculate figures. Nate previously briefed; [Pat] wants to speak with him before sending the letter.
- j. Conclusion
 - i. Consensus to quit fronting HSA payments and transition carefully to avoid a 'train wreck,' but continue temporarily until corrected; communicate changes to employees in advance.
 - ii. Agreement that process needs to be standardized: bill at month-end based on actual pay-period deductions; stop paying in advance; ensure proper documentation and cross-system alignment.
 - iii. 1. Proceed to speak with Nate on 2025-08-13 and then send the legal-position letter; expectation that opposing party may deploy agents to compute numbers; Nate's spreadsheet appears accurate but will likely be independently verified.
- 3. Skate park and pump track project proposal, costs, grants, and phasing
 - a. [Brad Neumiller] presented a skate park/pump track concept packet with adult track outside, mountain track interior, kids track between and skate park location. Sourcewell membership avoids bidding and provides discounts. Design fee is \$22,320 (includes \$1,552 discount). Estimated total build around \$800,000; pump track estimated \$600,000 to \$800,000. Plan to phase construction. Targeting Wyoming outdoor recreational grant with unknown match; aiming to have design ready for December grant cycle. Potential sponsors (e.g., orthopedic firm). Revenue potential via sanctioned races. Low maintenance: steel structures with 25-year warranty; asphalt track.
 - b. Project location and site details (Buffalo Meadows under power lines)
 - i. Location discussed at Buffalo Meadows under power lines on property obtained from Franklin; leveraging existing topo/geotech from Buffalo Meadows design to reduce

- costs. Proposed pump track area near road loop; skate park in lower area where an old kids' track existed. Clarified reservation-adjacent property likely not included.
- c. Funding approach, timing, and risks for skate park project
 - i. Design cost \$22,320 needed upfront to start; deliverables by December to align with grants. Unknown grant match (50-50 possibility raised as a tougher yes). Potential to phase to align with funding. If site proves unworkable post-design, some sunk cost likely; vendor has plots and is ready but cannot start until authorization. Expecting about \$20,000 reimbursement from riverfront soon.
 - d. Procurement method and discounts (Sourcewell)
 - i. Using Sourcewell avoids formal bidding and secures cost reductions; vendor (American Ramp Company referenced) designs and constructs. Prior account experience exists, facilitating procurement and discounts in design and construction.
4. Park ordinance, right-of-way, and vacation procedure
- a. Discussion on vacating alleys/streets and legal mechanisms. Mills' former ordinance allowing municipal procedure to vacate was repealed; now state statute applies, requiring majority (approx. "75% or so") of residents within 300 feet to petition. The area includes many small lots, complicating consent. Alternatives: proceed under state statute (possibly extend north to include small sliver), or attempt to revive old ordinance if not inconsistent with state statute/home rule. Concerns about converting public ROW to fee simple without proper vacation; vacating typically splits ROW to adjacent owners, affecting parking and access. Debate on whether ROW belongs to Mills' original plat versus WyDOT; possibility of obtaining deed similar to Salt Creek/Bar Nunn or Diesel's precedent; need to verify plat and jurisdiction using geospatial/original Mills townsite plat.

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

Mayor, Leah Juarez

City Clerk, Sarah Osborn