

**WORK SESSION MEETING**  
**July 07, 2025**  
**9:00 AM**  
**City Hall**



**CITY OF MILLS**  
EST. 1921

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

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## MINUTES

### CALL TO ORDER

### AGENDA ITEMS

1. Public Relations - Camera Stipen
  - a. Camera Purchase for City Use
    - i. Discussion about purchasing a DSLR camera for city use, specifically available at Best Buy and Wyoming Camera Outfitters. The camera costs \$650, with additional costs for required accessories like a tripod, extra battery, and more SD cards. Considerations included making the camera city-owned for future staff transitions and ensuring it has necessary features like Wi-Fi and Bluetooth for downloading.
  - b. Budget and Funding for Camera
    - i. Questions raised about available budget for the camera purchase, specifically if there is \$1,000 or more in the council budget, and whether funds should come from council, PR, or Summer's budget. It was confirmed that the Council has sufficient funds. [Summer] mentioned an \$85 replacement cost for a camera head.
  - c. Camera Usage and Reporting
    - i. A request was made for a breakdown of camera usage by [Summer], who confirmed daily use but stated no formal breakdown currently exists. A suggestion was made to provide a usage report for review.
  - d. Resolution Requirement for Purchases
    - i. Discussion occurred regarding the need for a formal resolution for purchases, including the camera. [Pat] stated a resolution would be needed. [Leah Juarez] requested [Summer] to prepare a list of items for the camera purchase for review.
2. City Prosecutor - Ordinance 777
  - a. Ordinance 777 and Jailable Offenses
    - i. An explanation of current municipal court practices was provided, stating that currently, only DUI (and technically one other) is a jailable offense in Mills. This change occurred around 2023 to reduce jailable offenses and associated costs, as jailable offenses entitle defendants to a public defender and jury trial. Non-jailable offenses limit probation options and result in mostly fine-only penalties, which often go unpaid.
  - b. Pretrial Diversion Program Proposal
    - i. A proposal was made to introduce a pretrial diversion program for paraphernalia and possession cases. This program would involve officers submitting an affidavit instead of filing a case, allowing for evaluation of eligibility based on criminal record. Participants would plead guilty, but their sentence would be deferred, with terms including drug testing and community service. A program fee would be charged (collectible, unlike a fine), and upon successful completion after six months, the case would be dismissed and the conviction expunged.
  - c. Juvenile and Young Adult Support Programs
    - i. Consideration was given to specialized support programs for juveniles and young adults, prompted by a case involving a 19-year-old who struggled in traditional rehab settings. This includes tailored AA/NA meetings and collaboration with counselors, addressing the lack of existing resources for juveniles in Toronto County. Stephanie, a former

juvenile DA, expressed a strong commitment to helping younger users and developing a comprehensive juvenile program.

- d. Grant and Funding Opportunities for Diversion Programs
  - i. A review of other municipal court programs funded by DOJ grants was conducted, specifically Albany and Casper. Albany's program received a DOJ grant in 2023, but its application season for this year is currently on hold. Casper's municipal program, which started as a pilot, was finalized as of January 1st and is fully funded through the state and CWCC, eliminating fees for defendants. This program addresses substance and mental health.
- e. Handling Probation Violations
  - i. Clarification was provided on consequences for failing probation or drug tests under the proposed diversion program. Since defendants would have already pled guilty with a deferred sentence, the original sentence could be imposed, potentially including jail time. Other options discussed were imposing fines up to \$750, restarting probation for another six months, or offering CAC (Community Alternative Center) which defendants pay for themselves.
- f. Traffic School and Court Costs
  - i. A proposal was made to introduce a \$100 traffic school program fee for low-level traffic offenses, leading to dismissal upon completion, provided the individual has no prior traffic school history. Discussion also covered current court cost limitations of \$10 in municipal court, compared to circuit court's \$70. It was noted that the court is not collecting an additional \$50 per case, comprising a \$40 automation fee (for computer and e-filing) and a \$10 indigent civil legal services fee, both permissible under State Statute 5-6-108.
- g. CDL Driver Limitations
  - i. It was acknowledged that CDL drivers cannot participate in the proposed traffic school program due to state statute restrictions. This is a significant limitation, as traffic tickets negatively impact their driving records and careers, making them highly interested in such a program.
- h. Operational Efficiency for Diversion Programs
  - i. A suggestion was made to streamline program administration by making all deadlines for the diversion programs fall on the same day each month. This approach aims to reduce administrative burden and optimize the use of city time by allowing for more efficient processing in larger chunks.
- i. Next Steps for Diversion and Traffic Programs
  - i. Agreement was reached for to prepare informational packets and forms for the pretrial diversion and traffic school programs. Pat will draft a proposed law for these initiatives, with further review and coordination planned with [Pat] and Brian.
- j. Restitution and Interpreter Fees in Legal Proceedings
  - i. Stephanie discussed ongoing efforts to recover restitution for interpreter fees and ancillary costs, noting that Judge Hand was unaware of this practice. Examples included securing restitution for translator bills in cases involving Spanish-speaking defendants and seeking payment for the 'Apodaca Dogs' case. Stephanie mentioned the occasional use of officers as translators, with one even encouraged to pursue interpreter school. [Pat] offered interpreters from their office at no cost.
- k. Collaboration Among City Prosecutors and Courts
  - i. Discussion centered on collaboration among city prosecutors and courts, including working with Albany court regarding DOJ funding and monitoring by CWCC and ASI. Stephanie noted the departure of Jackie and expressed hope for Sam from the DA's office to join, emphasizing the mutual benefits of collaboration due to significant overlap in cases and shared defendants across jurisdictions like Casper.

3. Tiny Hearts - Daycare/Preschool - Mills School
  - a. Expansion of Tiny Hearts Daycare and Preschool Program
    - i. Teacher from Tiny Hearts presented plans to expand Tiny Hearts Daycare and Preschool services, which currently has 42 kids and is at maximum capacity with a waitlist. The expansion includes moving into the old Mill School, adding full-time preschool, and integrating pediatric urgent care and therapy offices in the back half of the building. Plans also include developing a community garden and improving outdoor space, which could be utilized by the community on weekends.
  - b. Community Needs for Preschool and Kindergarten Transition
    - i. Discussion highlighted the significant community need for full-time preschool in Natrona County, as nothing is offered through the school district. It was noted that 75% of Tiny Hearts parents live locally but commute daily to the east side of town for childcare. The program aims to align with the Wyoming Classical Academy's curriculum, preparing children for kindergarten and leveraging their testing. The charter school offers flexibility, not limiting enrollment by strict age cut-offs. Training for preschool staff will extend from preschool to kindergarten and even down to the two-year-old class. Full-day preschool hours would be 8:30 AM to 3:30 PM, Monday through Friday, with half-day (AM or PM) options also available to accommodate family needs.
  - c. Facility and Licensing Issues for Daycare Expansion
    - i. Challenges related to the facility and licensing for daycare expansion were discussed, including the need to measure classrooms for capacity, and conduct fire and health walkthroughs. Fencing for outdoor space was mentioned, with [Speaker 9]'s husband, a contractor, able to assist. The large size and potential high rent of the building necessitate a formal business plan and proposal for council review. Tiny Hearts' current lease is expiring, and a decision on their future location is pending until August.
  - d. Timeline and Occupancy for Mill School
    - i. Rumors were confirmed that Mill Head Start is pulling out of the facility in August. The proposed timeline for the new occupants includes a temporary certificate of occupancy starting July 28th and a grand opening on August 19th. However, significant facility issues remain, including the lack of an approved fire sprinkler or fire light system, missing doors, and an uninsulated gymnasium.
  - e. RFP Process for Building Use
    - i. The legal requirement to publish an RFP (Request for Proposal) for the use of the Mill School building was discussed. It was noted that while there's a chance for other bids, there's also a chance nobody else responds, potentially favoring Tiny Hearts. The RFP will have a two-week publication period, and steps for drafting and publishing it were outlined by [Leah Juarez] and [Sarah]. The goal is to expedite the process to provide an answer to Tiny Hearts before their current lease expires.

## **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.

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Mayor, Leah Juarez

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City Clerk, Sarah Osborn