

**WORK SESSION MEETING**  
**June 09, 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

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### AGENDA ITEMS

#### 1. Council – Budget FY 2026

- **Dangerous Buildings and Property Issues**  
Discussion included condemned properties, including a trailer behind Family Dollar with broken windows and unsecured doors. Ongoing monitoring continues.
  - **Budget Status and Adjustments**  
Current deficit of \$24,000 attributed to insurance and other changes. Council aims to finalize adjustments and balance the budget by June 10. Adjustments may involve enterprise funds.
  - **Revenue and Income Streams**
    - Business licenses: \$28,000–\$30,000 projected
    - Building permits: \$300,000+
    - Court fines: \$300,000
    - Rocky Mountain Power franchise fee increased from 2% to 8%
    - Ambulance income goal: \$200,000–\$300,000
  - **Ambulance Contract**  
The 2013 contract signed by Debra Vaughn is creating billing issues. Legal authority and negotiations with insurance companies need resolution.
  - **Middle School Lease and Payments**  
3–4 payments are outstanding; school is obligated through August 2025. Uncertainty about renewal and status of new school construction.
  - **Impact Fees and Equipment**  
Proposal to use anticline impact funds for a new street sweeper, as both existing units are inoperable. No new impact fees expected next year.
  - **Interpreter Needs for Court**  
Interpreter costs are \$40/hour (1-hour minimum). Plan to pass charges on to the defendant where applicable.
  - **Staffing Structure and Pay System**  
Proposal to shift from five-step to point/level-based system for better flexibility and equity. City-wide COLA discussed.
  - **Executive Session for Raises**  
Executive session to be held prior to the third budget reading (June 17) to finalize staff raises.
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## 2. Human Resources – Drug/Alcohol Policy

- **Policy Review and Compliance**

Two versions of the drug/alcohol policy were compared—one in the handbook and another in HR files. Handbook version will be sent to Worker’s Comp. Random testing additions require a formal resolution.

- **Employee Training**

Handbook requires two hours of training for both alcohol and drug use. Verification needed on current implementation.

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## 3. Human Resources – Insurance Claim Savings

- **Employee Communication**

Discussion on maximizing insurance savings via:

- Telehealth (MDLive)
- Mail-order prescriptions
- Healthcare Blue Book
- GoodRx
- Benefits app

Employee-facing communication materials (posters, magnets) will be created, excluding any reimbursement info pending further legal review.

- **Medical Reimbursement Debate**

Debate on reimbursing for travel, accommodations, or PTO for out-of-town procedures. No decision made—awaiting legal research.

- **Cost Savings by Shopping**

Highlighted success stories of cost-saving (e.g., \$1,200 on MRI) by shopping medical services in and out of town.

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## 4. Mayor – Flags

- **Flag Donation Approval**

Council approved a \$380 donation to purchase 20 flags for Memorial Day, Fourth of July, and Veterans Day. The Legion will handle storage and display.

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## ADDITIONAL DISCUSSIONS

- **School Traffic and Site Plan**

- Discussion with DCS on traffic pickup lines and phased parking lot construction.
- Agreed to proceed with a temporary two-inch asphalt lift, to be replaced in Phase 2.
- Council noted that future traffic studies will be required for any changes.

- **Town Hall Meetings**

- Scheduled for June 24–25 to gather public input on traffic and development impacts.

- **School Traffic Projections**

- Anticipated increases with 1,200 students from all grade levels, plus new facilities (auditorium, gym).
  - **Road/Roundabout Discussion**
    - Potential installation of roundabouts was debated; concerns raised over public familiarity.
  - **Water Tap Refund Request**
    - Council approved refund of \$4,000 for Lori and her husband after they opted for a well over a previously paid-for water tap.
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## **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