

WORK SESSION MEETING
May 12, 2025
9:00 AM
City Hall



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

AGENDA

CALL TO ORDER

AGENDA ITEMS

1. City Administrator – FY 2026 Budget

- **Budget Status:** The city remains in the black, but use of impact funds was questioned due to inactivity in Cedar Springs and Anticline projects.
- **Impact Funds:** Must be tied to active projects. Spending on fire/police OT is paused unless tied to a currently active project.
- **State Payments:** Payment schedules for projects are misaligned with work timelines (e.g., Cedar Springs payment not until March 2026).
- **Salaries & Staffing:**
 - Wage adjustments up to 5% were reported.
 - One resignation in municipal court; staff shifted accordingly.
 - Community Development and Water Distribution staff training/licensing budgeted.
 - No additional positions being filled.
- **Insurance:** Open enrollment starts June 2. Final budget to reflect actual numbers per employee.

2. Mayor – Resolution NO 2025-20 – Zip Code HR 672

- Discussion on ZIP code bill HR 672 with more traction than the earlier version. Mills was placed on the more favorable version.
- Public misunderstanding clarified: Mills has had a post office and ZIP code for over 50 years.
- Council to move forward with Resolution No. 2025-20 in support of the ZIP code bill.

ADDITIONAL DISCUSSION ITEMS

Facility Maintenance & HVAC Issues

- 3 of 4 HVAC units are malfunctioning or outdated.
- Contractor responsiveness is an issue; only Air Comfort Complete responded.
- A disconnected thermostat and unresolved maintenance follow-ups noted.

Document Handling and Public Safety Agreement

- Issues with DocuSign, redline edits visibility, and document ownership raised.

- Resolution and signature process for Casper’s public safety agreement remains unresolved.
- One-year contract extension requested but nearly expired—needs attention.

Park Renovation Deadline

- Thousands expected at the upcoming event.
- Confusion with the wrong park receiving maintenance; equipment removed prematurely.
- Wood chips scheduled for delivery; fencing and caution tape in planning.
- Coordination with out-of-state contractor needed.

Zoning and Property Management

- Road vacation near Memorial Park discussed. Only city-owned portion affected.
- Zoning maps and property boundaries to be updated.
- Clarification needed on use, storage, and setbacks for adjacent properties.

Enforcement and Violations

- Trailer on private property in violation; owner warned of \$750/day fine.
- Additional violations noted with unclear resolution timelines.

Housing Development & Setbacks

- Odd lot shapes and setbacks are complicating residential design.
- Some lot configurations produce disproportionately large yards or tapered houses.

Dispatch Contract Extension

- Contract with City of Casper extended annually.
- Clarification needed on consistency, cost stability, and future term planning.

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

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