

WORK SESSION MEETING
October 28, 2025
6:00 PM
City Hall



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

MINUTES

CALL TO ORDER

Mayor Juarez called the meeting to order at 6:00 p.m. All Council Members were present.

PRESENT

Mayor: Leah Juarez

Council President: Brad Neumiller

Council Members: Cherie Butcher, Sarah McCarthy, Tim Sutherland

City Clerk: Sarah Osborn

City Staff: Mike Coleman (City Administrator), Wilmer Gay III (Fire Chief), Casey Coates (Public Work/City Planner)

AGENDA ITEMS

1. Proposal from Faith Bible Way Church for a New Location

Pastor **Donald Gillamore Jr.**, of Faith Bible Way Incorporated, presented a request for a dedicated location for his church.

Faith Bible Way currently rents space from Restoration Church but lacks its own identity, signage, and scheduling flexibility, which has limited its growth. The church's mission focuses on strengthening families and building a resilient community.

Pastor Gillamore noted that the church's first choice, **Mountain View School**, was ruled out due to asbestos and water damage. A proposal to lease the **Mills School gym, auditorium, or cafeteria** was discussed, but council expressed concern over the high utility costs.

Council suggested the **Mills Community Center (former fire station)** as a potential alternative. Pastor Gillamore asked about lockable storage, projection capabilities, signage, scheduling, and potential rental costs. The church currently pays \$250/month for four services and would consider a higher rate to include a mid-week service.

Council confirmed the room size is adequate, tables and chairs are available, and it can accommodate a projector. The facility is mainly used for elections and occasional meetings; blackout dates will be provided. Temporary signage would be allowed under city regulations.

Action:

Council will discuss rental pricing and terms for the Community Center at the **November 10, 2025 work session**, after which **Sarah will contact Pastor Gillamore** with an update.

2. Public Works – Water Leak Adjustment Resolution

Public Works Director **Casey Coates** presented an update on the new leak adjustment policy, codified under **Section 13.03.100**.

Proposed refinements include:

- Eligibility contingent upon verification by the Water Department.
- Repairs must be completed promptly.
- Adjustments apply only to the *overage portion* of the bill, not the base service fee.
- A formal application process will be established for residents requesting adjustments.

A draft resolution will be reviewed at the next Council meeting.

3. City Planner – Mountain Meadows (Ridge West) Rezone

City Planner **Casey Coates** provided a brief update regarding the Mountain Meadows (Ridge West) rezone. The discussion was informational only, with no formal action or next steps scheduled during this meeting.

4. City Administrator – Ordinance for Itinerant and Door-to-Door Sales

Prompted by an inquiry from Blue Peak, the Council reviewed updates to the ordinance governing itinerant merchants.

The new structure will create a **formal application process** requiring:

- Vendor contact details
- Vehicle information
- Proof of insurance
- Written property owner approval for the sales location

Applications will be reviewed and approved by the **Mayor or their designee** to avoid delays.

Proposed Fee Schedule:

- Door-to-Door Sales: **\$25 per day**
 - Street Vendors: **\$30 per day**
 - Produce Sales: **\$200 per 90 days**
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5. Fire Chief – Life Flight Transfers and Incentive Policy

Fire Chief **Wilmer Gay III** discussed a new **Memorandum of Understanding (MOU)** with **Air Methods** for life-flight transfers.

The intent is to ensure proper coverage while offering incentive opportunities for staff. It was noted that backup coverage is already in place to prevent service gaps.

A new **Standard Operating Guideline (SOG)** will enforce compliance and accountability:

- Staff who sign up for on-call shifts but are unresponsive will face a **30-day suspension** from those opportunities.
- Incentive pay will be withheld until trip paperwork is completed.
- Staff must hold a valid **airport security badge** to participate.

Out of 22 fire department employees, only one expressed disagreement with the policy.

Action:

Council will consider formal approval for the **Mayor to sign the MOU** at this regular meeting.

6. City Administrator – Mills School / Christian School

Discussion briefly addressed the ongoing coordination efforts with the Christian school operating out of the Mills School building. No formal action was taken.

7. Mayor – Natrona County Travel & Tourism Board

Mayor **Leah Juarez** discussed ongoing matters related to the Natrona County Travel and Tourism Board, including:

- **Appointment:** A vacancy will be filled by **Miller Morgan**, to be ratified by Council via resolution per the Joint Powers Agreement.
- The Board's preference had been **Blake Jackson (Ugly Bug Fly Shop)**; however, Mayor Juarez opposed adding another representative from the fly-fishing industry.
- Concerns were raised about Morgan's residency outside of Mills; several current board members also live outside their represented areas.
- **Tourism Strategy:** Mayor Juarez advocated for expanding focus beyond fly-fishing, citing large events that draw diverse visitors.
- **Governance:** Issues were raised about an improperly conducted executive session during which the Board's CEO was hired, making that action potentially invalid.
- **Financial Oversight:** The Board is working toward transparency but still lacks access to payroll records, credit card statements, and full expense details.
- **Pending Action:** The City of Evansville has yet to pass a resolution officially appointing **Tasma Powers** to the board.

Action:

Council will pass a resolution ratifying Morgan's appointment.

8. Zip Code Legislation Update

Mayor **Juarez** reported that the **Zip Code Initiative** has advanced to the Senate.

Senators Barrasso and Lummis have introduced a competing bill; however, the coalition intends to support all related legislation with hopes the bills will merge.

The City of Mills will issue resolutions of support but will **not contribute financially** to the lobbying efforts.

9. Building Permit Concerns in Bar Nunn

A brief discussion was held regarding reports that some individuals are obtaining building permits through the City of Casper for projects actually located in Bar Nunn, bypassing local jurisdiction. No action was taken.

10. Mayor – Christmas Parade Participation

Mayor Juarez initially declined participation in this year's **Christmas Parade** but has since reconsidered.

Council agreed to participate with a "**Superheroes**" theme to recognize first responders.

NEXT ARRANGEMENTS / ACTION ITEMS

- Discuss and finalize pricing for Faith Bible Way Church's proposed Community Center rental.
- Council to pass resolution appointing Morgan to the Tourism Board.
- Formal approval for Mayor to sign the Air Methods Life Flight MOU.
- Creation of a standardized Water Leak Adjustment Application form.
- Adoption of supporting resolutions for Zip Code legislation.
- Forward recap email from Morgan to the Council group.
- Prepare and coordinate parade participation plans.

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