

**REGULAR CITY COUNCIL  
MEETING**

**July 22, 2025**

**7:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**

Leah Juarez

**Council President:**

Brad Neumiller

**Council Members:**

Cherie Butcher

Sara McCarthy

Tim Sutherland

---

**MINUTES**

**CALL TO ORDER**

Council President called the meeting to order at 7:01 pm

**ROLL CALL**

Present:

Mayor Juarez

President Neumiller (over the phone)

Council Butcher

Council Sutherland

Absent:

Council McCarthy (excused)

**CONSENT AGENDA**

**Minutes**

1. Council Meeting Minutes 7-8-25

**City Licenses**

2. New / Renewal Business / Contractor Licenses and Home Occupation Permits

**Financial Approvals**

3. Financial Breakdown - Check Register & Future ACH/EFT Transactions
4. PAID ACH / EFT Transactions
5. Regular / Police Payroll 6-30-25 to 7-13-25
6. Fire Payroll 7-1-25 to 7-12-25
7. Transmittal Transactions
8. Treasurer's Report
9. Court Report
10. Reserve Transfer
11. Voided Checks

Motion made by Council Member Butcher, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

## **OPEN DISCUSSION**

No one came forward to speak.

Mayor Juarez - Good news, everyone! Yesterday, the House of Representatives voted to pass two important bills—HR 672 and HR 3095—both of which would assign Mills its very own unique zip code. This is the furthest we've come in this process, and we're absolutely ecstatic about the support from Representative Hageman.

Now, the bills are headed to the Senate Committee on Homeland Security and Governmental Affairs. So, I'm asking all Mills residents watching today to take action: please write to Senator Lummis and Senator Barrasso. Advocate on behalf of yourselves and our city, and urge them to help pass these bills.

Having our own unique zip code isn't just about mail delivery—it's about establishing a clear identity for Mills and celebrating our community's growth. Together, we can make this happen!

## **ORDINANCES AND RESOLUTIONS**

### **12. ORDINANCE NO. 822: THIRD and FINAL READING: New City Code**

**AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF MILLS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.**

Motion made by Council Member Butcher, Seconded by Council President Neumiller  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

### **13. ORDINANCE NO. 823 : THIRD and FINAL READING: Amendments to Title 17**

**AN ORDINANCE AMENDING CERTAIN PROVISIONS OF TITLE 17 OF THE MILLS MUNICIPAL CODE DEALING WITH ZONING AND SUBDIVISIONS FURTHER REPEALING ORDINANCE 813 AND INCORPORATING ITS PROVISIONS IN THE AMENDED TITLE 17**

Motion made by Council Member Sutherland, Seconded by Council Member Butcher

Council Member McCarthy joined the meeting late via phone. Mayor Juarez asked the City Attorney how we proceed? He stated that we've already commenced the meeting. While the issue appears to have been a technical one, given that we've started with the existing body present, I believe we should proceed accordingly and excuse Councilman McCarthy from further participation, it will be an excused absence. Mayor Juarez explained to Council Member McCarthy that we have already taken roll call and started the session and we will unfortunately have to proceed without Member McCarthy. She let McCarthy know that it would be an excused absence. Member McCarthy disconnected from the call.

Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**14. ORDINANCE NO.824: THIRD and FINAL READING: Downtown Riverfront Design Overlay District**

**AN ORDINANCE TO AMEND ORDINANCE 312, OFFICIAL CITY ZONING MAP, ADOPTED JUNE 1, 1981, AND APPLY THE DOWNTOWN RIVERFRONT DESIGN OVERLAY DISTRICT TO CERTAIN LOTS WITHIN THE RIVERFRONT CORRIDOR, city OF MILLS, NATRONA COUNTY, WYOMING**

Mayor Juarez asked for a motion to table the item, she has some items to discuss with the City Planner and would like some clarification.

Motion to table the item for 2 weeks was made by Council President Neumiller, Seconded by Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**15. ORIDNANCE NO. 825: THIRD and FINAL READING: Adopting the 2024 International Building Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL BUILDING CODE**

Motion made by Council Member Sutherland, Seconded by Council Member Butcher  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**16. ORIDNANCE NO. 826: THIRD and FINAL READING: Adopting the 2024 International Mechanical Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL MECHANICAL CODE**

Motion made by Council Member Butcher, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**17. ORDINANCE NO. 827: THIRD and FINAL READING: Adopting the 2024 International Plumbing Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL PLUMBING CODE**

Motion made by Council Member Sutherland, Seconded by Council Member Butcher  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**18. ORDINANCE NO. 828: THIRD and FINAL READING: Adopting the 2024 International Fire Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL FIRE CODE**

Motion made by Council Member Sutherland, Seconded by Council Member Butcher  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**19. ORDINANCE NO. 829: THIRD and FINAL READING: Adopting the 2024 International Energy Conservation Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL ENERGY CONSERVATION CODE**

Motion made by Council President Neumiller, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**20. ORDINANCE NO. 830: THIRD and FINAL READING: Adopting the 2024 International Existing Building Code**

**AN ORDINANCE ADOPTING THE 2024 INTERNATIONAL EXISTING BUILDING CODE**

Motion made by Council Member Butcher, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**21. ORDINANCE NO. 831: FIRST READING: Bluepeak Franchise**

**AN ORDINANCE OF THE CITY OF MILLS, WYOMING GRANTING A NON-EXCLUSIVE PERMIT TO CLARITY TELECOM, LLC (D/B/A BLUEPEAK) FOR THE CONSTRUCTION AND OPERATION OF A CABLE SYSTEM.**

Motion made by Council President Neumiller, Seconded by Council Member Butcher  
Mayor Juarez added that we also included a note regarding the timeframe for correcting any damages that occur on residential property. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**22. RESOLUTION NO. 2025-24: Casper Creek Addition No. 3**

**A RESOLUTION APPROVING THE FINAL PLAT FOR CASPER CREEK ADDITION NO. 3, AN ADDITION TO THE CITY OF MILLS**

Motion made by Council President Neumiller, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**23. RESOLUTION NO. 2025-25: Charter Heights**

**A RESOLUTION APPROVING CHARTER HEIGHTS, AN ADDITION TO THE CITY OF MILLS**

Motion made by Council President Neumiller, Seconded by Council Member Sutherland

Council President Neumiller expressed a preference for brass caps to be installed around the boundary of the subdivision. Council concurred with his recommendation. The City Attorney confirmed with the City Planner that a subsequent plat will be filed in connection with the current action.

The City Planner informed the Council that a submittal has been received for a replat of Lot 3 in the Charter Heights subdivision. The City Attorney further clarified that a replat of this lot is already underway. The City Planner added that the mylar will be updated to reflect the installation of brass caps around the perimeter.

Council Member Butcher inquired whether the easements and access routes, as currently platted, are adequate. The City Planner confirmed that the easements provide access to Lots 1 and 2 as required. However, he noted that access will need to be addressed again during the replat of Lot 3 to ensure continued access to those lots.

The City Planner confirmed that the plat, as submitted, meets the intent and requirements of applicable regulations. The City Attorney advised that any motion to approve should be made contingent upon the brass caps being set at the perimeter of the subdivision.

Motion made by Council President Neumiller, Seconded by Council Member Sutherland  
Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**24. RESOLUTION NO. 2025-26: Hegge Site Plan**

**A RESOLUTION FOR APPROVAL OF A DEVELOPMENT PLAN FOR A PROPOSED COMMERCIAL BUILDING FOR MAHEGGE, LLC, LOCATED ON LOTS 1, CASPER CREEK ADDITION NO. 3, CITY OF MILLS, WYOMING**

Council President Neumiller moved to approve Resolution 2025-26, approving the Hegge Site Plan, with the condition that an easement for the water line is filed concurrently with the site plan. Seconded by Council Member Sutherland

Mayor Juarez noted that, now that a motion and second has been made, the Council could proceed with discussion. She stated that Council would like to see the inclusion of an easement for the water line. Council's position is that approval of Lots 3 and 5 should be contingent upon the receipt and approval of the water line easement, with all related documents being filed simultaneously.

Bill Fehringer with CEPI, A representative for the applicant stated that the easement for the water line has been prepared and submitted to the City. It has been sent to Megan, and, according to Matt's earlier comments, he has reviewed it. Once the City of Mills prepares the signature page and all necessary parties' sign, the easement should be ready for recording along with the plat.

Additionally, the representative noted that they received confirmation from DEQ earlier that day: the review of the water line has been completed and approved, and the Permit to construct has been sent to Cheyenne for final signatures. The permit is expected to be finalized and returned within the next couple of weeks.

He concluded by stating that all items requested by Planning and Zoning have been addressed, and welcomed any questions from the Council.

Mayor Juarez asked if there were any questions. Asked if the City Planner had any further questions. The City Planner asked Mr. Fehringer if he would like the city to develop the language for the easement, he confirmed. The City Attorney requested the legal description from Mr. Fehringer. Once received, they will draft the instrument and submit it for the City's review and approval. Upon approval, signatures can be obtained, and the document will be ready for recording. They also noted that Matt will be included in the process to ensure the easement meets all of the City's requirements.

No further discussion. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**25. RESOLUTION NO. 2025-27: Mountain View Extension Addition**

**A RESOLUTION APPROVING THE FINAL PLAT FOR LOTS 25 & 26, BLOCK 34, FIRST MOUNTAIN VIEW EXTENSION ADDITION, TO THE CITY OF MILLS**

Motion made by Council Member Sutherland, Seconded by Council Member Butcher  
Voting Yea: Council Member Sutherland, Mayor Juarez, and Council Member Butcher, Council President Neumiller abstain from voting, motion passes

Mayor Juarez asked the City Planner for a discussion on the item. The City Planner that this item is a replat of two lots in the Mountain View Extension Addition—specifically, Lots 1 and 2, Block 34. Currently, the lot boundary runs east to west, and a non-conforming mobile home exists on the property because it crosses the existing lot line. Historically, there was a second mobile home on the adjacent lot, but it has been removed and not replaced for several years.

The property owner now wishes to place another home on the lot; however, the City cannot allow that unless the lots are brought into compliance. This replat adjusts the lot line to run north to south, ensuring that each home will be located entirely on its own lot and will meet all required zoning setbacks.

The Planning Commission reviewed and approved the replat at their July 10th meeting.

Mayor Juarez noted that Council President Neumiller is going to abstain from voting. Voting Yea: Council Member Sutherland, Mayor Juarez, and Council Member Butcher, motion passes

**EXECUTIVE SESSION**

**26. Personnel Matter**

Mayor Juarez asked for a motion to go into Executive Session for a personnel matter at 7:26pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 7:52pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

Council Member Butcher made a motion to authorize a rank and grade alterations at the police chief's discretion, Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

**27. Legal Matter**

Mayor Juarez asked for a motion to go into Executive Session for a legal matter at 7:53pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 8:00pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

The City Attorney asked for a motion to authorize the release of minutes from executive session pending legal review as to the same and potential in camera inspection for the same. Council President Neumiller moved the motion, Council Member Butcher seconded the motion. Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

## 28. Legal Matter

Mayor Juarez asked for a motion to go into Executive Session for a legal matter at 8:01pm. Council Member Butcher made a motion, Council Member Sutherland seconded the motion. Voting Yea: Council Member Sutherland, Council President Neumiller, and Council Member Butcher, motion passes

Council returned from executive session at 8:06pm

Mayor Juarez noted Present: Mayor Juarez; Council Members Sutherland, Butcher; and Council Member Neumiller (via phone) Excused Absence: Council Member McCarthy

Council Member Butcher made a motion pay the noted necessary refund amounts and recognize the uncollectibility and write off the debts of two deceased individuals, Council Member Sutherland, Voting Yea: Council Member Sutherland, Mayor Juarez, Council President Neumiller, and Council Member Butcher, motion passes

### ADJOURNMENT

Mayor Juarez asked for a motion to adjourn. Council Member Sutherland made a motion to adjourn the meeting at 8:06 pm, Council Member Butcher seconded the motion. Voting Yea: Council Member Sutherland, Council Member McCarthy, Council President Neumiller, and Council Member Butcher, motion passes

### AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

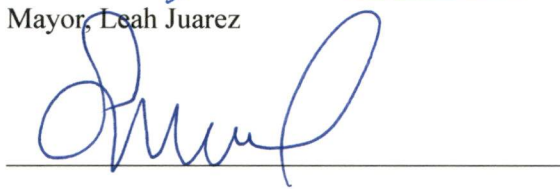
**NEXT MEETING** - August 12, 2025 at 7:00pm / August 26, 2025 at 7:00pm

**NEXT WORK SESSION** - August 11, 2025 at 9:00am / August 12, 2025 at 6:00pm

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

