

WORK SESSION MEETING
February 10, 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

MINUTES

CALL TO ORDER

Brad Neumiller absent

AGENDA ITEMS

1. Treasurer - AP Process
 - a. System is not working
 - b. Not supposed to pay anything until all signatures are present
 - c. Do want council involved in error checking
 - i. Suggest using docusign and have them look at them prior to council meeting
 - ii. \$20-40 a month account
 - d. Spoke to auditor, doesn't see why we need dept head signature on PO and voucher
 - e. Trying to set up Caselle, check register per department
 - f. Working excel spreadsheet to speed up PO for department heads, upload it directly to Caselle, print off check register and email to Dept Head
 - g. Pat – Docusign, authorize it. Resolution, what restrains would we put on them.
 - h. Only 2 council members need to sign vouchers
 - i. Christine had schedule and we should create a staggered rotation
 - j. Initial each page
 - k. Just need to scan it in and sent it out through their system.
 - l. Receive invoice -> Create PO -> Print and send to Nate ->upload to Caselle -> Print Copy ->
 - m. Send out in smaller
 - i. If we need invoice paid prior to meeting, put in processes and resolution
 - ii. If we have emergency, have separate process, provide notice electronically, approve under process
 - n. Test next meeting
 - o. Do 2x a week Tues/Thursday
2. City Attorney - Ordinance Changes
 - a. Do in department head meeting
 - b. Executive Session Property matter
3. City Administrator - Utility Price Increase
 - a. Increase April 1
 - b. Make it easier to bill people, routine on certain dates
 - c. Flat fee – Increase of \$5 each not a %. State recommends 8% for inflation. We have done 5% for 3 years in the past. Resolution for next 2 years. Water close to Casper's their min 1500 Gal and % on next 500, our min is 2000.
 - d. Add Ordinance to 2/11 meeting regarding the water payments and process
 - e. Sara/Pete/Casey to do report in Sensus 1500, 1999, 2000, and 2001 gals

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