

WORK SESSION MEETING
August 11, 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

AGENDA ITEMS

1. Human Resources - Flex / Comp Time / Holidays
 - a. [Summer], [Sarah], [Mike Coleman], [Leah Juarez], [Pat], and others discussed employees missing flex time due to staffing shortages and event coverage, noting the current rule requires flex time to be spent within two weeks. Examples included Nate covering a PNZ meeting and not using an extra hour within the pay period. The unique staffing situation in City Hall, where only two people (Nate and [Sarah]) can answer front office questions, contributes to these issues. Proposal: allow using flex time beyond the current pay-period limit or switch to comp time, though comp time is seen as problematic, especially for salaried employees, and Pat reportedly dislikes the term. Council agreed to allow flex time to be extended to a month. We will see how it works out.
 - b. Council scheduling around Veterans Day
 - i. Veterans Day falls on a Tuesday, November 11, which is a council day. The question was whether to keep council on that day, move the holiday, or move the council meeting. Discussion centered on moving council to Wednesday, November 12, or Monday for some participants' availability. It was also debated whether to hold both work sessions (9 a.m. and 6 p.m.), with a preference expressed for canceling the 9 a.m. work session and proceeding with the 6 p.m. work session and 7 p.m. council meeting.
 - ii. Council agreed to have only 1 work session at 6pm Monday November 10, Council meeting will be held Monday November 10th at 7pm.
 - c. Holiday resolution adjustments
 - i. [Sarah] mentioned including any switch in the holiday/council day in the salary resolution and suggested possible swaps (e.g., New Year's Eve). [Mike Coleman] objected to switching the holiday observance day itself; [Pat] favored moving the council meeting day instead.
2. Council President - Skate Park - Pump Track
 - a. [Brad Neumiller] and [Leah Juarez] reported a video call with Dalton on siting a pump track and skate track under the power lines behind Buffalo Meadows, split by the road. There is currently no asphalt pump track in Wyoming. Preference was for an asphalt pump track to reduce maintenance compared to dirt; the skate park would be a concrete slab with metal structures and a "20-year warranty? 20 or 25." The design cost is approximately \$22,000. Grants are expected in December via an outdoor recreation program, which in other areas covers up to 90% of costs. Build-cost ballparks mentioned were: pump track and skate park "roughly \$800,000" and the skate park "right around \$250,000." A Utah example of a facility near "two million dollars" was cited. Options include phasing construction, community in-kind contributions (e.g., dirt work), and using existing topo/geotech data from ECS to reduce costs. The location preference is under power lines near street crossings for visibility, to avoid potential noise/outcry if placed behind fourplexes. The Casper example at Marion Kilmer Park was noted, which uses more costly fabricated/assembled (wood-built) structures on a concrete pad, unlike the proposed asphalt/concrete design.
3. Civic Plus Code Update

- a. [Sarah] reported the city code is live and connected to the website up to Ordinance 817. There are about 15–16 ordinances pending update. A meeting is targeted for Friday to plan implementation of updates. Cameron assisted with website integration; the site now includes events, not just council information.
- 4. WCA
 - a. [Brad Neumiller] summarized a community meeting on school issues: drainage concerns, turnaround location complaints, on-street parking restrictions in the HOA, need to consider allowing lineup on Poison Spider without legal violations, and city responsibility for main road plowing. Some residents were dissatisfied, but some positives were noted, such as the city plowing the main road. Health update: “Russ had a heart attack,” received stents, is recovering and back moving around.
 - b. Traffic flow and road striping near school project (Poison Spider, Robertson Road)
 - i. Discussion on lane usage, the need for arrows and striping, resident complaints about traffic management, gravel-like road conditions due to construction, and line capacity comparisons (approximately 1,000 feet vs. approximately 1,700 feet) to improve flow. Residents expressed skepticism about double lanes speeding things up and a desire to see traffic studies. It was clarified that the left lane should be the turn lane, and the right lane for right and straight, with arrows to be painted in the parking lot.
- 5. Building Contractors licenses
 - a. A question was raised about a state statute requiring recognition of contractor licenses across Wyoming municipalities. A case was noted where Casper denied a license (Yellowstone Post) that others approved (Cody, Natrona County). Mention was made of home rule claims in Douglas and Casper issuing permits outside their boundaries. Statute 16-6-1101 and 16-6-1101-B were cited; requirements include an active license, good standing, and proof of successful completion of the International Code Council (ICC) examination for contractor, plumbing, mechanical, or other appropriate examinations. July 4th 2026
- 6. Holiday observance for July 4th and staffing
 - a. Scheduling discussion clarified that the 4th of July falls on a Saturday in 2026. The decision was made to observe the holiday on Friday the 3rd.

ADJOURNMENT at 9:37am.

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