

WORK SESSION MEETING  
September 23, 2025  
6:00 PM  
City Hall



CITY OF MILLS  
EST. 1921

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

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## MINUTES

### CALL TO ORDER

### AGENDA ITEMS

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

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#### 1. City Clerk - Code Updates and Annual Cost

- Online code updates **twice per year** (January & July); **annual cost: \$1,430** (includes shipping for three hard-copy replacement-page packets).
- Full codification completed **August last year**; next codification expected **January** following approvals.
- **Council approval** to proceed planned for **tonight**, pending agreement.

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#### 2. Public Works - Water Leak Billing Adjustments (Policy & Specific Case)

- General stance: recover **at least the City's cost** (≈ \$3/1,000 gallons). Usage billed similar to other utilities.
- Case overview:
  - Customer bill **\$988** (range discussed \$988–\$900). **Requested adjustment: \$363.57**; invoice provided for **\$560** but vague.
  - Verified **actual leak**; customer called frequently and appeared on **disconnect list** due to inability to pay.
  - **Leak period: May 10 – August 27**. Usage patterns show runs of use/no-use, suggesting intermittent fixes.
  - Contractor shown as “**Grizzly Construction**” (Story, WY); corporate status **inactive/revoked/expired** (tax status noted good). Invoice unclear (e.g., \$90/hr; hours cited as **16 or 6**). **Legitimacy to be verified**.
- **Permits/inspections:**
  - **No permit found** for **44–50 Thomas**; interior vs. exterior leak unclear, but **permit required** if work occurred.
  - Rationale: ensure proper materials/methods (avoid bar-clamp fixes), prevent recurring failures in **sandy soils** where leaks dissipate unnoticed.

#### Proposed Policy Elements

- Adjustments **not** below City cost.
- Adjustments **only after Public Works verification** of an actual leak and a **verified repair**.
- **Legitimate contractor documentation** required; vague invoices insufficient.
- **Permits & inspections** mandatory for exterior work and any work requiring it; **self-repairs** still require inspection.

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#### 3. Mayor - Blue Peak Fiber Optic Deployment

- Start **March/April** timeframe; **5–6 phases**; roughly **60% underground / 40% aerial** on existing poles.
- Proactive on permitting, contacts, community events; coordination encouraged to **share ditch lines** in new developments and to use/purchase **existing empty conduit**.
- Leadership partly **TX/OK**; schedule specifics TBD.

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#### 4. Mayor - Ridge West — Rezone Timeline

- Special **Planning & Zoning** meeting moved item forward; **mailers** going out.
- **Three readings** planned; **Third Reading & plat approval target: November 10.**

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#### 5. Mayor - Veterans Park and Memorial Coordination

- **Service & Sacrifice Park** diorama upgraded; coordinate with **VFW-affiliated veterans group** on dates and alignment.
- Separate **bronze statue memorial** planned by another group; gather details to **avoid overlap.**

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#### 6. Mayor - School-Area Traffic and Parking (Blue Sky Drive)

- Resident (**Mr. Olsen**) concerned pick-up/parking reduces street to **single lane**, with winter narrowing risks and potential **worsening with a future high school.**
- Observations: afternoon flow generally **smooth**; many stops **<10 minutes.**
- **Access management** is the driver: fire-lane/entrance configuration forces stacking; limited bypass to lot.
- Potential mitigations:
  - **CSO & carpool house** to contact **school board** re: allowing **direct lot access** to reduce stacking.
  - **No-parking** signage could negatively affect residents/contractors; would require **consistent enforcement.**
  - Busiest period **~7:45 AM**; moisture days **worsen** conditions.

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#### 7. Mayor - Future High School & Drainage Impacts

- With next phase/high school, **traffic patterns change** expected.
- New lot **twice the size** of current; concerns about **runoff** on poorly absorptive ground; water currently **runs on top.**
- Consider extending **pipe to lift station** and other drainage solutions.
- **First-house resident** lacks **BMPs**; mud entering culvert. **AFC Company & Shawn** notified to address; **no follow-up** received yet.

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#### 8. City Clerk - Software & Payments — Community Development → GovPilot; Express Bill Pay

- **Community Development** currently used for permits; **GovPilot go-live** targeted **next Wednesday** (“fingers crossed”).
- Need to define **communications to Caselle** amid transition.
- **Payment workflow** clarity needed:
  - Explore receiving **Express Bill Pay** card payments; **cash/checks** require separate entry.
  - There is a **Payments** area in Express Bill Pay.
  - Payments currently post under **Community Development**; plan is to **move payments** to the new system.
- **Meet with Nate** to finalize payment flows/reconciliation across GovPilot/Community Development/Express Bill Pay.

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#### 9. City Planner - Document Clean-Up and File Review

- “**File 17**” had **grammar/spelling/capitalization** errors; cleanup accepted changes; **no substantive content** changes.
- **Pete** initially noted leak and notified the party; **repair verification** not yet confirmed.

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#### 10. Parking Near the Senior Center

- Reports of **overnight parking** near senior center (possibly in an alley).
- Consider “**No Parking**” signs with time limits (**6 PM–8 AM**); order a few signs for **parks.**
- Possible **sign near “Diesel’s”** (truck parking spot reference).

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#### 11. Surplus Equipment and Auction Plans

- Identified items: **old garbage trucks, old street sweeper** (too costly to fix).

- Desire to **move to auction** and “get rid of” excess.
- **Dunk tank** mentioned as potential auction item; **school** asked to **borrow** for a “12-pack” event.

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## 12. Voucher Signing Rotations & DocuSign

- Last signing for one participant in **April**; emails have resumed.
- Rotations ensure **no two people** sign simultaneously; **pairs cycle every two months; twice per month** signing cadence typical.
- **DocuSign** requires **initialing every page**; some need **text alerts** to check email.
- Concerns about **rotation fairness** (e.g., no vouchers seen since **May**) to be checked.

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## 13. Title 17 – Section 22 (Tabled)

- **Title 17, Section 22** noted and **tabled for a few sessions**; to be scheduled back for discussion/updates.

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## 14. Mayor - Gaming/Zoning Legislative Developments

- State bill under **gaming committee review** could remove **county commission approval**, shifting to zoning—may **force municipal shops** to go through **county zoning**.
- Concerns: municipalities governed by county zoning; **anti-retroactivity** clauses limiting local action.
- Some think bill **won’t pass**; potential for **lawsuits** (e.g., **Campbell County** held a permit—cost “millions”).
- Other references: **Cheyenne** limits (“two,” “three”), **Cowboy Racing** selling to **Bally’s, Vegas** management involvement.
- Local approach: prepare **zoning controls** to retain **municipal authority** if legislation advances.

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## Open Issues & Risks

- **Leak policy** language & enforcement (permits/inspections, documentation standards) **not finalized**; case outcomes pending.
- **Verification & compliance** gaps (e.g., **44–50 Thomas**, contractor legitimacy, vague invoices).
- **Traffic/parking** near schools unresolved; enforcement impacts for residents; drainage/BMP fixes pending.
- **Blue Peak** schedule/coordination specifics (permitting, phasing, conduit use) incomplete; risk of disruption.
- **GovPilot go-live & payments**: unclear workflows for cash/checks and Express Bill Pay; Caselle comms not defined.
- **Ridge West** milestones (mailers, hearings, 3rd reading **Nov 10**) require tight coordination to avoid slippage.
- **Voucher rotation** transparency & DocuSign alerting need reinforcement.

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## Action Items (Unified)

1. **Leak Adjustments & Policy**
  - Draft policy ensuring **no adjustment below City cost, PW verification, permit/inspection requirements**, and **clear contractor documentation** standards.
  - **Verify contractor** (“Grizzly Construction,” Story, WY) with **Secretary of State** and reconcile invoice details (rate, hours, scope).
  - Confirm permit/inspection status for **44–50 Thomas**; document findings.
2. **School Traffic & Drainage**
  - Have **CSO & carpool house** contact **school board** on **direct lot access** to reduce stacking on **Blue Sky Drive**.
  - Re-engage **AFC Company & Shawn** to address **first-house BMPs**; **inspect, fix, backfill**, and document.
  - Scope drainage options (e.g., **pipe to lift station**) for larger future parking lot.
3. **Blue Peak Coordination**
  - Set coordination meeting on **permitting/phasing**, developer engagement, and **use/purchase of existing conduit**; establish milestones & communications plan.

4. **Ridge West Rezone**
  - Send **mailers**, conduct **public hearing**, and execute **1st–3rd readings**, targeting **Third Reading & plat approval on Nov 10**.
5. **Veterans Park/Monuments**
  - Coordinate dates with **VFW-affiliated group** for **Service & Sacrifice Park**; collect details on **bronze statue** to avoid conflicts.
6. **Systems & Payments**
  - Confirm **GovPilot go-live** for next Wednesday; define **Caselle communication** plan.
  - **Meet with Nate** to finalize end-to-end **payment workflows** (Express Bill Pay, cash/check handling, reconciliation, ownership, and timing).
7. **Parking Signage**
  - Evaluate and, if appropriate, **order/install “No Parking 6 PM–8 AM”** signage near **senior center** and select parks; consider signage near **“Diesel’s.”**
8. **Surplus Auctions**
  - Prepare **old garbage trucks, street sweeper**, and other items for **auction**; track the **dunk tank** loan request.
9. **Scheduling**
  - Schedule the system-admin meeting with **Stephanie** for **Thursday 8:30 AM** or **next week** if needed.
10. **Voucher Rotations**
  - Publish **rotation schedule**, ensure **DocuSign** notifications (including **SMS alerts**) are active, and validate fairness (address gaps since **May**).

## **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.

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Mayor, Leah Juarez

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City Clerk, Sarah Osborn