

WORK SESSION MEETING
July 22, 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

MINUTES

CALL TO ORDER

AGENDA ITEMS

1. City Clerk - PR Camera Options
 - a. The team discussed multiple options for acquiring a camera for PR purposes. Option one was a \$25/month allowance (totaling \$300/year), with a request to replace an \$85 part of her tripod. Option two was buying a new phone due to a cracked lens. Option three was a lower-end camera with low-quality accessories and a tripod, noted as cheap. Option four was another lower-end camera with low-quality accessories and a tripod for \$519.99. Option five was a mid-grade camera with all accessories from Wyoming Camera Outfitters, whose price was good until June or July 18th but is now \$100 more. Cameron recommended the Wyoming Camera Outfitters choice as the best option.
 - b. - Camera Brands and Packages
 - i. Questions were raised about why only Canon cameras were considered, not Nikon or Sony. It was noted that Canon is familiar to the user and what she knows. Comparable Sony packages are available on Amazon for \$600. The Walmart Canon camera, specifically the T7, is just over \$500 and is not mirrorless.
 - c. Camera Features and Accessories
 - i. Discussion covered the features of mirrorless cameras, which use a digital shutter and are more efficient. The mid-grade camera from Wyoming Camera Outfitters is a mirrorless model. Lens options discussed included an 18-45mm lens, which was deemed sufficient for the user's needs, and a 24-105mm lens, which one speaker used for everything. The need for accessories like tripods and camera bags was discussed, with the user already possessing some of these. The group considered purchasing affordable accessories from Amazon or B&H Camera in Denver, which was also suggested for used lenses. A digital holster, a belt attachment for carrying a camera, was discussed but deemed unnecessary for the user's typical activities, being more suited for engineers or investigators.
 - d. Storage Requirements
 - i. Concerns were raised about long-term storage for videos and photos, as the organization is obligated to keep them for some time. The need for external drives, potentially several, was highlighted, emphasizing that storage is an ongoing cost beyond the initial camera purchase. The cost of SD cards was discussed (64GB for \$40, 128GB for \$21.99), along with the critical importance of compatibility and speed, as some 128GB cards might not function correctly with specific camera units. It was also noted that some cameras can take two memory cards for increased capacity.
 - e. Budget and Funding
 - i. The team discussed the budget for the camera purchase, referencing a previous conversation where Mike confirmed there was room in the marketing budget for the requested amount (\$920 or \$930).
 - f. Camera Usage and Needs

- i. The group discussed whether a camera that does video is necessary, noting that most current quality cameras include video capability, making it difficult to find one that does not. The main use for video is for live streaming, which is typically done on a phone.
 - g. Tripod and Digital Holster
 - i. Discussion about the need for a tripod and digital holster, with suggestions to purchase affordable options from Amazon. One speaker mentioned having a tripod from the police department. The digital holster was clarified as a belt attachment, typically used by professionals like engineers or fire investigators who need to be hands-free.
 - h. Decision
 - i. The decision was made to allow \$750 budget for a camera and other accessories.
2. City Clerk - Wyoming Classical Academy - Open House Mail Out
 - a. WCA requested to utilize the city's mailing system to distribute an open house flyer by inserting it into the water bill, which was scheduled to go out that week. The city countered by offering a half-page space in the newsletter instead, declining the request for a full flyer due to additional postage costs and the significant effort involved in stuffing envelopes for the water notice. The open house is scheduled for August 19th. Tyler Phillips from the Academy also inquired about gym occupancy. The speaker noted having only sprinkler drawings, with main drawings located at Public Works. Based on three direct exit doors, the occupancy is limited to 999 people, as 1000 or more require four exits. A fourth door leads into the school, but it was deemed unsuitable as an emergency exit due to creating a maze. The speaker plans to review the official plans at Public Works the following morning. The Academy also requested food (snacks) for 300 people for the open house, which was declined due to budget constraints. Council decided against providing snacks for upcoming grand opening.
3. Fire Chief - Money Claim
 - a. A resident on Fulton Avenue requested the city pay \$306.68 for a door and frame replacement. Emergency responders had forced entry into her townhouse during a 911 call reporting difficulty breathing, after knocking and finding the door locked with no answer. Police Department personnel authorized the forced entry. The woman was later found to have already been at the doctor's office. Her 88-year-old father, who lives in Colorado and is also on a limited income, had contacted dispatch. The resident stated she is on a limited income, and her father, who co-signed her lease, is liable for the cost. The property manager is only charging for the cost of the door and frame, not labor. The city determined it had no obligation to pay, as responders were justified in their actions due to responding to a 911 emergency. As a backup, the Mill Citizens Relief Fund was contacted, and four out of five board members approved covering the cost. The city will make it clear that it is not responsible for the payment. Mills Citizen Relief Fund will be used to pay back the resident.
4. City Planner - Casper Creek No. 3
 - a. Discussion centered on approving Mr. Hagee's plat, which combines an unplatted lot and lot two, block one of Casper Creek, into a single lot. Mr. Hagee proposes using an existing 30-foot access easement (instrument number 893026) instead of the required 60-foot public right-of-way. He also requested not to dedicate the street or pave it, instead using suitable material that meets fire code and providing a fire department turnaround. The Planning & Zoning (P&Z) board gave conditional approval for the development plan. The property is landlocked, and the existing 30-foot easement runs with the land. A condition was set that no further development or subdividing would occur unless the road is brought to standard (paved). The proposed plan includes a gravel road, a gate with a Knox box for the fire department, and a gravel fire department turnaround on lot one, which must support 75,000 pounds. The fire lane width would be 26 feet. Water main and fire hydrant installation are also required, with Mr. Hagee needing to provide a separate utility easement to the city, similar to the 257 Business Park. DEQ approval for the water line is pending, with permits expected in one to two weeks. The utility easement has not yet been provided by Mr. Hagee. No permits will be issued until these easements are completed and recorded, and delays could impact both Mr. Hagee's development schedule and city maintenance access.
5. City Planner - Charter Heights

- a. Discussion of Lisa Burrige's donation of two separate lots (lots six and four) to the school, driven by the need for quick action due to a tax deadline. A 60-foot wide access easement was added to the plat. Concerns were raised about the lack of access to Poison Spider Lane from these lots and the overall adequacy of the plat. The neighborhood is also upset about the school's current single inlet. Lisa Burrige's rush to complete the platting process was attributed to a tax deadline, which has led to suboptimal planning and the need to split lots for donation purposes. This was characterized as poor planning on her part.
 - b. Discussion about the use of aluminum versus brass caps for boundary monuments. While highway monuments on Robertson Road are of a higher standard and are brass, other recovered aluminum caps on the boundary should ideally be brass. It was specifically noted that five monuments on the boundary should be brass, not aluminum.
6. City Planner - Hegge Development Plan – Ran out of time, did not get discussed
7. City Planner - Mountain View Oregon Trail - Ran out of time, did not get discussed

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