

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, May 16, 2023, 5:30 p.m.**



	Presentation	Beginning Time	Allotted
1.	Health Department Request	5:30	15 min
2.	Solid Waste Residential Pass	5:45	10 min
3.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00 p.m.

*** Reminder ***

When the red on-air light is on, the meeting is being live-streamed. Also, the microphone is very sensitive, and wrapper crinkling, side conversations, etc. can make it difficult for citizens to hear discussion.

Please silence cell phones during the City Council meeting.

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Communication Accountability Stewardship Professionalism Efficiency Responsiveness



April 21, 2023

City Manager Carter Napier
200 North David Street
Casper, Wyoming 82601

RE: FY24 Proposed Budget for the City of Casper-Natrona County Health Department

City Manager Napier:

Enclosed is the proposed budget enclosed for the City of Casper-Natrona County Health Department (CNCHD) for fiscal year 2024. We are requesting a total of \$632,500.00 from the City, which is a 10 percent increase in funding as compared to fiscal year 2023.

During our organization's budget planning sessions, we have seen an increase in medical equipment costs, vaccines, medication, utilities, trainings, conferences, equipment maintenance, certification materials, rent and other general operating expenses. In October of 2022, a market study was conducted to evaluate salaries. We were and still are having trouble recruiting new staff members and keeping our existing ones. The Board of Health and I were able to get current staff to at least minimum compensation levels. We have had an opening for a registered nurse for several weeks and have had zero applications. Currently we lose staff to the Wyoming Department of Health or other offices in the community due to our substandard compensation package. One time, we were able to be competitive with our 8-5 work hours, retirement and other benefits. By asking for additional funding, the goal is to meet the need of increased expenses, continue to move staff closer to mid-level compensation and to have the ability to recruit strong candidates to our department to serve the citizens of Casper and Natrona County. We also recognize that as we move closer to the new building, there will be an increase in the overhead expenses that will need to be considered beginning now.

For fiscal year 2024, we propose to allocate city funds to the following programs for Casper and Natrona County, which are Administration (including general administration expenses, Board of Health expenses, and building expenses), Disease Prevention Clinical Services (includes general disease prevention for tuberculosis control and travel health), Disease Prevention STD Program (providing testing and education), Environmental Health (health inspection programs for restaurants and septic system installations), Maternal and Child Health (prenatal, postnatal home visitation and education activities) and

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Adult Health (LT101's). Similar to fiscal year 2023, the remainder of the Department's expenses are funded by federal, state, county, grants and fee-for-service dollars. The table below describes proposed allocation of City and County funding for City/County programs within the CNCHD.

Proposed Program/Budget FY2024	County Funds Allocated	City Funds Allocated
Administration	\$204,996.00	\$204,996.00
Environmental Health	\$270,573.55	\$256,220.80
BUILDING Expenses	\$27,500.00	\$27,500.00
Board of Health	\$20,050.00	\$20,050.00
MCH	\$43,270.53	\$43,270.55
DP	\$23,624.26	\$13,913.07
DP STD	\$6,956.54	\$6,956.55
DP IMM	\$13,911.81	\$20,000.00
DP FP	\$6,956.54	\$6,954.54
ADULT HEALTH	\$118,124.77	\$32,638.49
Total:	\$735,964.00	\$632,500.00

We will be asking for a 10% increase from the County as well, as the Board of Health is planning to move funds from the revenue account to offset the shortfalls in the budget. The amount has not been voted on at this date.

In a recent trip to Cheyenne on April 18th, 2023, I was informed that the State will only provide \$463,233 to the Casper Natrona County Health Department as a result of legislation that was put into place in 2015. That amount is what we have received since 2015 until current. In order to increase funding, CNCHD will need to work with the Wyoming Department of Health to request an increase. I plan to start working with our local legislators to educate them and gain their support for the necessary increases for the county.

We have received some preliminary notifications of funding amounts for fiscal year 2024 from WDH for supplemental funding and mandated programs. Adult Health, Maternal and Child Health and Public Health Preparedness Programs are State-mandated for our Department and have been notified of cuts to our Preparedness program.

The department has made cuts in supplies, travel, continuing education,

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reduced the number of nurses in our Maternal Child health program, changed the requirements for a nurse in our clinic to a more cost-effective measure of using a medical assistant for example.

In fiscal year 2024, our aim will be ensuring continuity and fidelity of federal and state mandated and all other programs while building evidence-based measures to address major causes of morbidity and mortality among Casper and Natrona County residents using all funding sources judiciously. If you have additional questions, please contact me at (307) 577-9722 or at akinder@cnchd.org



Sincerely,

A handwritten signature in blue ink, appearing to read "Anna Kinder", is positioned below the word "Sincerely,".

Anna Kinder

Executive Director, Casper-Natrona County Health Department

April 21, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Andrew Beamer, Public Services Director 
Cynthia Langston, Solid Waste Division Manager

SUBJECT: Summary Related to the City of Casper's Balefill Pass/Solid Waste Facility Pass

Meeting Type & Date:

Pre-Meeting to Regular Council Meeting
May 16, 2023

Action Type:

Staff Direction

Summary:

Chapter 8.32 of the Casper Municipal Code, Solid Waste Collection and Disposal, was created in 1987 and updated in 1989 and 1996. Paragraph A of Section 8.32.140 (attached for reference, Exhibit A) allows residents of Casper to enter the Balefill upon presentation of a current City of Casper water bill (within one year of the billing month). This service, referred to as the Balefill Pass, allowed only residential customers with a standard pickup truck with an eight (8) foot bed or eight (8) foot long trailer use the pass. The Balefill Pass is not eligible for commercial customers and is not transferrable.

In 1983 the scale house was equipped with only one (1) scale, used for both for incoming and outgoing customers. Today the scale house is equipped with two (2) incoming scales and an outgoing scale. A significant benefit of the Balefill Pass is that it eliminates the need for weighing in and out, avoiding long lines at the scale house. Another benefit is that it allows City of Casper residents to bring extra trash to the landfill as part of their monthly utility bill for weekly trash collection. Utilization of the residential Balefill Pass provides incentive for household owners to haul their extra trash and keep their property clean.

A significant challenge with the Balefill Pass prior to 2008 included scale house staff enforcing the ordinance that only standard pickup trucks with an eight (8) foot bed or an eight (8) foot trailer may use the Balefill Pass. Many residents had pickup trucks with beds or trailers longer than eight (8) feet and scale house staff would measure the truck bed and/or trailer to make sure the customer was eligible to use the Balefill Pass. This created an environment where customers were unhappy.

Revisions to paragraph A of Section 8.32.140 of Casper Municipal Code were adopted in 2008 which removed the eight (8) foot long description of a standard pickup truck box bed and trailer. The adopted Ordinance No. 40-08, attached for reference, Exhibit B, allowed City staff via internal policy to define a standard pickup truck box bed and trailer. Ordinance 40-08 also allowed City staff to require customers to provide two (2) eligible water bills for a truck and trailer combination. In addition, the Balefill Pass name changed to Solid Waste Facility Pass.

Memo
City of Casper
Solid Waste Facility Pass

After the 2008 revision to the ordinance, customer complaints were rare, and were generally from customers with trailers longer than 10-feet, vans or box trailers, dumping hydraulic trailers, dump trucks, and pickup trucks with company logos. To address these complaints, the City Solid Waste Manager adopted an internal policy in 2015 to allow use of a Solid Waste Facility Pass under certain circumstances, as outlined in the attached policy, Exhibit C. This internal policy allowed scale house staff to address almost all customer service challenges. Occasionally, every three (3) to five (5) years, scale house staff request assistance from a supervisor with a residential customer where their load does not conform to the standard residential load – the residential load is clearly not from a business and the load appears to be more garbage than a 15-foot trailer capacity. It is a judgement call whether to request two (2) or three (3) Solid Waste Facility Passes for large loads from a residential customer.

Staff recommends refining the internal Solid Waste Division policy to codify it as City of Casper Policy with City Manager approval. It is recommended the policy include a provision to allow scale house staff to weigh the residential load in and out if the customer believes they should be asked for fewer Solid Waste Facility Passes. This allows staff to determine the number of Solid Waste Facility Passes using 675 pounds as the average weight of a residential load. The average weight of a residential load was determined by weighing residential loads for a week during four (4) quarters of the year in 2001 and randomly verified again in 2015. To-date, the 675-pound average residential load has not been used for administering the Solid Waste Facility Pass.

Financial Considerations

Balefill Fund charges Refuse Fund monthly \$20 per Balefill Pass Used.

Oversight/Project Responsibility

Andrew Beamer, Public Services Director/Cindie Langston, Solid Waste Division Manager

Attachments

Exhibit A – City Ordinance 8.32.140 Fees and charges—Solid waste facility.

Exhibit B – Ordinance 40-08, an Ordinance Amending Certain Sections of Chapter 8.32 of the Casper Municipal Code, Pertaining to Solid Waste Collection and Disposal.

Exhibit C – City of Casper Solid Waste Division Policy for Using Municipal Sanitation Bills for Residential Loads over 10 feet in Length

EXHIBIT A

8.32.140

vided by law.

(Ord. 28-01 § 1 (part), 2001; Ord. 7-05 § 1, 2005; Ord. No. 40-08, § 3, 12-16-2008)

8.32.080 Building material and mineral waste.

The city will not be responsible for the removal and disposal of rock, stone, brick, concrete, dirt and other building materials or mineral wastes from curbside, alleys and construction sites. It is the responsibility of the owner to remove and dispose of such articles at the city solid waste facility.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.090 Freon-containing appliances.

Refrigerators, freezers and other white goods shall be rendered in a safe condition (doors off) prior to transportation for disposal. It shall be the responsibility of the owner to transport freon-containing appliances to the appropriate area of the solid waste facility as directed by the solid waste division staff.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.100 Rendered animal waste products.

The removal of rendered animal waste products shall be the responsibility of the person or company processing such materials. Solid waste shall be kept in closed sanitary containers as provided by state statute. Frequency of removal shall be at the discretion of the health inspector and disposal in the solid waste facility shall be under the supervision of the city manager or his/her designee.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.110 Yard waste, wood and sod removal.

A. Tree limbs, branches and wood shall meet the following criteria for designated branch collection:

1. Be cut into lengths not exceeding five feet;
2. Be securely tied by rope, twine or tape; and
3. Not exceed fifty pounds in weight.

B. Yard waste, sod, topsoil, and cow and horse manure may be dropped off in the designated area at the Casper Regional Solid Waste Facility city's compost facility.

C. It shall be the responsibility of the owner to dispose of sod at the Casper Regional Solid Waste Facility.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008; Ord. No. 10-12, § 3, 3-6-2012)

8.32.115 Electronic and metal waste.

Electronic and metal waste is prohibited and shall not be placed in any refuse container for collection, transportation, and disposal in the city landfill or solid waste [facility] after March 31, 2009.

It is the responsibility of the owner to dispose of electronic and metal waste in the designated area at the city solid waste facility.

(Ord. No. 40-08, §§ 1, 4, 12-16-2008)

8.32.116 Reserved.

Editor's note—Ord. No. 12-13, § 1, adopted May 21, 2013, repealed § 8.32.116 in its entirety. Former § 8.32.116 pertained to yard waste and was derived from Ord. No. 10-12, § 2, adopted March 6, 2012.

8.32.120 Incineration prohibited—Exceptions.

It is unlawful to burn any garbage or refuse within the city unless authorized by local, state and/or federal agencies. (Ord. 28-01 § 1 (part), 2001)

8.32.130 Solid waste facility—Established—General conditions.

The city shall maintain a solid waste facility for the disposal of eligible solid waste. The city solid waste facility shall be available to the general public upon payment of the specified fees and in conformance with the rules and regulations promulgated under this chapter. Failure to pay the specified fees is declared to be against the law and may be punished by fine in accordance with this code.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.140 Fees and charges—Solid waste facility.

A. Residents of the city shall be allowed one free use of the city solid waste facility upon presentation of a current monthly water bill (within one year of the billing month). This service is to be provided to residential customers only and not to be used for commercial disposal. Materials ineligible for disposal using the water bill include, but are not limited to, tires, freon-containing appliances, propane tanks and loads trans-

ported in vehicles or trailers exceeding the capacity of a standard pickup truck box. Loads that include a truck and trailer combination will require two water bills.

B. Rates for using the city baleful facility shall be established by council resolution.

C. A load shall not exceed the capacity of a standard pickup truck box.

D. Certain solid waste cannot be accepted for burial at the Casper Regional Solid Waste Facility. This solid waste includes, but is not limited to, batteries, appliances, metals, fluorescent light bulbs, hazardous waste, electronics, used oil, and tires. Such solid waste must be declared by the person using the facility, sorted from the load, and disposed of in a designated area. Such unacceptable solid waste shall be set forth by council resolution along with separate disposal charges for this solid waste.

E. When a load of solid waste exceeds the capacity of a standard pickup truck box, charges shall be assessed for use of the city solid waste facility based upon the per ton rate, as established by council resolution.

F. Unsecured loads entering the solid waste facility may be assessed an additional fee, as established by council resolution.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, §§ 1, 5, 12-16-2008; Ord. No. 10-12, § 4, 3-6-2012; Ord. No. 12-13, § 2, 5-21-2013)

8.32.150 Solid waste facility—Hours of operation.

The city manager or his/her designee shall designate the days and hours that the city solid waste facility shall be open to the public. Dumping at times other than those designated by the city manager or his/her designee is declared to be against the law and may be punished by fine in accordance with this code.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.160 Solid waste facility—Designation of eligible wastes.

A. Unless otherwise provided, wastes shall be rendered harmless by the disposer, all at disposer's expense, before such material is disposed of at the solid waste facility. Waste not eligible for disposal at the solid waste facility includes, but is not limited to: any material containing freon liquids; live ammunition; fireworks or any other explosive, improperly contained or

undeclared friable asbestos; and, any material deemed hazardous under the Wyoming Department of Environmental Quality, Solid and Hazardous Waste Division regulations or federal RCRA regulations (CFR 40 part 261). Residential customers may dispose of household generated hazardous wastes at the special waste facility located at the solid waste facility during operational hours of the special waste facility should these wastes be determined to be eligible by the city manager and/or his/her designee. It is a violation of this chapter to dispose of household hazardous waste outside the confines of the special waste facility, unless specifically authorized by the facility management.

B. Electronic and metal waste shall be disposed of in compliance with local, state and federal guidelines. (Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, §§ 1, 6, 12-16-2008)

8.32.170 Solid waste facility—Report required.

A. All persons depositing garbage, refuse or other waste at the Casper solid waste facility for the purpose of disposal are required, upon request by city employee or law enforcement officer, to give an accurate report describing the contents of the garbage, refuse, waste or other material.

B. Giving a false or inaccurate report as to the contents of garbage, refuse or waste is a violation of this chapter, which may result in criminal prosecution and/or denial of further use of the solid waste facility.

C. This section shall not be interpreted to mean that by giving an accurate report a person is entitled to dispose of garbage, refuse or waste which is otherwise prohibited. In addition, it shall not be interpreted to mean that a person otherwise required to give notice of the contents of garbage, refuse or waste is excused from doing so in the absence of a request.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

8.32.180 Solid waste facility—Removal of waste without approval prohibited.

It is unlawful for anyone to separate, collect, carry off or otherwise remove or dispose of anything whatsoever from the solid waste facility without the permission of the city manager or his/her designee.

(Ord. 28-01 § 1 (part), 2001; Ord. No. 40-08, § 1, 12-16-2008)

EXHIBIT B

ORDINANCE NO. 40-08

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 8.32 OF THE CASPER MUNICIPAL CODE, PERTAINING TO SOLID WASTE COLLECTION AND DISPOSAL.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

Section 1:

That all references to "balefill" throughout Chapter 8.32 of the Casper Municipal Code, shall be amended to read "solid waste."

Section 2:

A new paragraph B in Section 8.32.010 shall be created to read as follows, and all subsequent paragraphs in this section shall be renumbered:

- B. "Electronics" means components and equipment, such as computers, monitors, keyboards, televisions, cellular telephones and personal devices that contain hazardous materials. Electronics shall be further defined in accordance with the fee schedule resolution adopted by city council.**

Section 3:

Paragraph A in Section 8.32.070 shall be amended to read as follows:

- A. The fee for the collection of solid waste shall be paid no less than monthly to the city. The city, in making collections of water, sewer and solid waste revenues, shall credit partial payments first to solid waste collection charges.**
- B. The city council shall adopt by resolution such rates as they determine necessary to defray the costs of collecting, handling and disposing of garbage and refuse.**

Section 4:

Section 8.32.115 of the Casper Municipal Code shall be created to read as follows:

8.32.115 Electronic and Metal Waste

Electronic and metal waste is prohibited and shall not be placed in any refuse container for collection, transportation, and disposal in the city landfill or balefill after March 31, 2009.

It is the responsibility of the owner to dispose of electronic and metal waste in the designated area at the city solid waste facility.

Section 5:

Paragraphs A and D of Section 8.32.140 of the Casper Municipal Code shall be amended to read as follows:

- A. Residents of the city shall be allowed one free use of the city solid waste facility upon presentation of a current monthly water bill (within one year of the billing month). This service is to be provided to residential customers only and not to be used for commercial disposal. Materials ineligible for disposal using the water bill include, but are not limited to, tires, freon-containing appliances, propane tanks and loads transported in vehicles or trailers exceeding the capacity of a standard pickup truck box. Loads that include a truck and trailer combination will require two water bills.
- D. Certain solid waste cannot be accepted for burial at the solid waste facility. This solid waste includes, but is not limited to, batteries, appliances, metals, fluorescent light bulbs, hazardous waste, electronics, used oil, and tires. Such solid waste must be declared by the person using the facility, sorted from the load, and disposed of in a designated area. Such unacceptable solid waste shall be set forth by council resolution along with separate disposal charges for this solid waste.

Section 6:

The three references to "household hazardous waste facility (HHWF)" contained in paragraph A of Section 8.32.160 of the Casper Municipal Code shall be amended to read "special waste facility", and a new paragraph B shall be created to read as follows:

- B. Electronic and metal waste shall be disposed of in compliance with local, state and federal guidelines.

Section 7:

This ordinance shall become in full force and effect upon passage on three readings and publication.

PASSED on 1st reading the 18th day of November, 2008.

PASSED on 2nd reading the 2nd day of December, 2008.

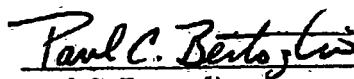
PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 16th day of December, 2008.

ATTEST:



V. H. McDonald
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation



Paul C. Bertoglio
Mayor

EXHIBIT C

CITY OF CASPER SOLID WASTE DIVISION POLICY FOR USING MUNICIPAL SANITATION BILLS FOR RESIDENTIAL LOADS OVER 10 FEET IN LENGTH

October 17, 2008

Revised April 17, 2015

If a residential customer (no commercial logo on vehicle and carrying residential waste) gives an explanation he or she does not have a 10-foot trailer and they only have access to a 12 or 15 foot trailer and the waste is from their home, then scale house staff shall explain the City has an internal policy allowing municipal sanitation bill use for 10-foot trailers. When the residential customer does not have access to a 10-foot trailer, the following guidelines may be used for paying with a municipal sanitation bill:

- If the customer's waste is clearly not from a business and the customer describes the waste as coming from their home and he/she does not have access to a 10-foot or smaller trailer, tell them the City will allow them to use two (2) municipal sanitation bills for trailers up to 15 feet in length. If the trailer is over 15 feet in length, we would need three (3) municipal sanitation bills.
- If the customer is using a U-Haul or a similar type of moving van, they may ONLY use a municipal sanitation bill if they state the garbage is coming from their residence AND the address on their municipal sanitation bill matches the address on their driver's license.
- Dumping trailers (with hydraulic lifts) are allowed to use municipal sanitation bills, provided the trash is residential and the trailer meets the per foot guidelines used above.
- Dump trucks are commercial vehicles & must be weighed in & out. There are no exceptions.
- If a customer has a business logo on their vehicle, we are not allowed to take a municipal sanitation bill as payment. If the customer explains they only have a company vehicle and no personal vehicle and the waste is from their home, and not their business, tell the customer you will take the municipal sanitation bill at this time; however, please tell them, for future eligibility they need to bring wastes in a non-commercial vehicle. Take the customer's business phone number and their bosses' name to verify they are not hauling company waste. Use this guideline to follow up on a customer who says he/she does not or will not have access to a personal [non-commercial] vehicle.
- If a customer is a handy man or a volunteer for a church and comes in with a 10-foot load of residential waste and the vehicle is not labeled as a commercial business, they may use a municipal sanitation bill for the load. The customer may apply the two (2) municipal sanitation bill rule for trailers up to 15 feet in length.
- If there are no business markings on the truck or trailer, but the type of waste looks to be commercial, ask the customer for their driver's license & match that address to the address on the municipal sanitation bill. If they match, they may use their municipal sanitation bill with the explanation that commercial businesses are not eligible to use them.

I expect scale house staff to be as customer friendly as possible when interacting with customers who want to use municipal sanitation bills for payment. I suggest you say to customers if they get confrontational, "It's my job to make sure city rules are followed and I am not rejecting the use of your municipal sanitation bill, I am just informing you of the rules." Explain the city has to charge for businesses to keep monthly residential trash collection rates low and we are required to follow city rules.

If you need help with a customer, please call the Solid Waste Superintendent on their cell phone. If superintendent is not available, call the Solid Waste Manager on their cell phone. If superintendent or manager are not available, please contact the Landfill Supervisor, Transfer Station Supervisor or Baler Building Supervisor on their cell phone. If none of us are available, explain a municipal sanitation bill will be accepted as payment because a supervisor is not available and follow-up with me regarding the circumstances.

Cindie Langston
Solid Waste Manager