

COUNCIL WORK SESSION
Tuesday, January 13, 2015, 4:30 p.m.
Casper City Hall
Council Meeting Room

AGENDA

1. Trapping Issues – Game and Fish
2. Park Rentals and Cemetery Burial Fees
3. Judy Studer Presentation
4. Bike Safety Update
5. Solid Waste: Extended Hours Data, Extra Collection Routes, and Upcoming Capital Project
6. Amendment to Casper Municipal Code 17.12.240 E – Conditional Use Permits
7. 1%#14 Unallocated Discussion
8. Council Off-Site Planning Meeting
9. Mayor's Items
 - a. Topics for Work Sessions
 - b. Attendance at Weekly Council Leadership Meetings
10. Future Agenda Review
11. Executive Session: Property

WYOMING GAME AND FISH COMMISSION

CHAPTER 4

FURBEARING ANIMAL HUNTING OR TRAPPING SEASONS

Section 1. Authority. This regulation is promulgated by authority of W.S. §23-1-302, W.S. §23-2-303, W.S. §23-2-305 and W.S. §23-3-109.

Section 2. Definitions. Definitions shall be as set forth in Title 23, Wyoming Statutes, Commission regulations, and the Commission also adopts the following definitions:

(a) "Drainage" means all lands within the watershed of a named river or stream, including all tributaries and standing waters which drain into that river or stream.

(b) "Green pelt" means the untanned hide or skin of a furbearing animal.

(c) "Owner" means the person who physically sets any trap or snare in any fashion that may result in the take of any furbearing or predatory animal.

(d) "Quick-kill Body-grip Trap" means a device that closes around the body or head of the animal in such a manner as to almost immediately kill the animal caught.

(e) "Snare" means a device consisting of a loop with no mechanical trigger for capturing furbearing or predatory animals.

(f) "Leg-hold Trap" means any device using a mechanical trigger that springs the jaws or loop shut for capturing furbearing or predatory animals.

(g) "Live Trap" means any device designed to capture or trap a live animal inside a cage or structure. Such traps include, but are not limited to box traps and cage traps.

(h) "Trapping" or "trap" means the taking of a furbearing or predatory animal by trap, snare or with a firearm or archery equipment.

(i) "Trap Identification Number" means an identification number assigned to the owner of traps or snares by the Department.

(j) "Week" means the seven-day period starting on Monday through the following Sunday.

Section 3. Hunting or Trapping Seasons.

Species, hunting or trapping areas, season dates and limitations.

Species	Trapping Area	Date of Seasons		Limitations
		Opens	Closes	
Mink	1	Oct. 1	Apr. 30	Any mink
Bobcat	1	Nov. 15	Mar. 1	Any bobcat
Muskrat	1	Oct. 1	Apr. 30	Any muskrat
Weasel	1	Oct. 1	Mar. 31	Any weasel
Badger	1	Jan. 1	Dec. 31	Any badger

Species	Trapping Area	Date of Seasons		Limitations
		Opens	Closes	
Marten	1	Oct. 1	Mar. 1	Any marten
	2	Dec. 1	Mar. 1	Any marten
	602	Oct. 1	Mar. 1	5 trappers; 100 marten
Beaver	1	Oct. 1	Apr. 30	Any beaver
	101	Oct. 1	Apr. 30	1 trapper; 5 beaver
	102	Oct. 1	Apr. 30	1 trapper; 20 beaver
	103	Oct. 1	Apr. 30	1 trapper; 10 beaver
	104	Oct. 1	Apr. 30	1 trapper; 25 beaver
	301	CLOSED		
	302	CLOSED		
	303	CLOSED		
	304	CLOSED		
	305	CLOSED		
	401	CLOSED		
	404	CLOSED		
	405	CLOSED		
	406	CLOSED		
	407	CLOSED		
	408	Oct. 1	Apr. 30	1 trapper; 15 beaver
	409	Oct. 1	Apr. 30	1 trapper; 15 beaver
	410	Oct. 1	Apr. 30	1 trapper; 15 beaver
	411	Oct. 1	Apr. 30	1 trapper; 35 beaver
	412	Oct. 1	Apr. 30	1 trapper; 15 beaver
	413	Oct. 1	Apr. 30	1 trapper; 30 beaver
	414	Oct. 1	Apr. 30	1 trapper; 30 beaver
	501	Oct. 1	Apr. 30	1 trapper; 10 beaver
	502	Oct. 1	Apr. 30	1 trapper; 10 beaver
	601	Oct. 1	Apr. 30	1 trapper; 30 beaver
	602	Oct. 1	Apr. 30	1 trapper; 30 beaver
	603	Oct. 1	Apr. 30	2 trappers; 60 beaver
	604	Oct. 1	Apr. 30	1 trapper; 30 beaver
605	Oct. 1	Apr. 30	1 trapper; 5 beaver	
606	CLOSED			

Section 4. Furbearing Animal Hunting or Trapping Area Descriptions.

(a) Area and number.

(i) All furbearing animals, excluding marten and beaver.

Area 1. The entire State of Wyoming, excluding those areas closed in Section 5(b).

(ii) Marten.

Area 1. The entire State of Wyoming, excluding Area 2 and Limited Quota Area 602 as listed in this subsection and those areas closed in Section 5(b).

Area 2. Snowy Range. Beginning at the junction of Interstate Highway 80 and U.S. Highway 287 in the city of Laramie; southerly along U.S. Highway 287 to the Wyoming-Colorado state line; westerly along said line to Wyoming Highway 230 in Carbon County; northerly along said highway to Wyoming Highway 130; northerly along said highway to Interstate Highway 80; easterly along said highway to its junction with U.S. Highway 287.

Area 602. Little Popo Agie. All U.S. Forest Service lands within the Little Popo Agie River drainage (including Cherry Creek and Snow Creek) and the Sawmill Creek drainage in Fremont County.

(iii) Beaver.

Area 1. The entire State of Wyoming, excluding those limited quota trapping areas listed in this subsection and those areas closed in Section 5(b).

Area 101. Ditch Creek. Ditch Creek drainage in Teton County.

Area 102. Willow Creek. Willow Creek drainage in Teton and Lincoln Counties.

Area 103. Game Creek and Little Horse Creek. Game Creek and Little Horse Creek drainages in Teton County.

Area 104. Fall Creek. All of the Fall Creek, Mosquito Creek and Dog Creek drainages on U.S. Forest Service lands in Teton and Lincoln Counties.

Area 301. North Tongue River. North Tongue River drainage in Sheridan County.

Area 302. South Tongue River. South Tongue River drainage in Sheridan County.

Area 303. East Fork of Big Goose Creek. East Fork of Big Goose Creek drainage upstream of Park Reservoir in Johnson County.

Area 304. Clear Creek. Clear Creek drainage on U.S. Forest Service lands in Johnson County.

Area 305. Crazy Woman Creek. Crazy Woman Creek drainage on U.S. Forest Service lands in Johnson County.

Area 401. South Rock Springs. That portion of Sweetwater County south of I-80 between the Green River, Flaming Gorge Reservoir and Wyoming Highway 430.

Area 404. Henrys Fork. Henrys Fork River, Louse Creek and Sage Creek drainages on the Wasatch-Cache National Forest in Uinta County.

Area 405. Cottonwood Creek. Cottonwood Creek drainage on the Wasatch-Cache National Forest in Uinta County.

Area 406. East Fork of Smiths Fork. Drainages of Gilbert Creek and East Fork of Smiths Fork River upstream from Wasatch-Cache National Forest boundary in Uinta County.

Area 407. West Fork of Smiths Fork. West Fork of the Smiths Fork River and Willow Creek drainages upstream from Wasatch-Cache National Forest boundary in Uinta County.

Area 408. Salt Creek. Salt Creek drainage on U.S. Forest Service lands, Salt Creek Proper and Raymond Creek drainage on public lands in Lincoln County.

Area 409. Upper Smiths Fork. Smiths Fork drainage on U.S. Forest Service lands in Lincoln County.

Area 410. Hobble Creek. Hobble Creek drainage on U.S. Forest Service lands, Coal Creek, and Saw Mill Creek drainages in Lincoln County.

Area 411. Hams Fork River (Hams Fork). Beginning where the Hams Fork River crosses the Bridger-Teton National Forest boundary to where the river crosses U.S. Forest Service Road 062 and all tributaries lying east of the Hams Fork River in Lincoln County.

Area 412. South Fork Fontenelle Creek. Beginning where the South Fork of Fontenelle Creek crosses the Bridger-Teton National Forest boundary to its headwaters and all tributaries in Lincoln County, including all of the drainages of the South Fork of Fontenelle Creek upstream from the Bridger-Teton National Forest boundary within Lincoln County.

Area 413. Fontenelle Creek. Beginning where Fontenelle Creek crosses the Bridger-Teton National Forest boundary to the confluence of Camp Fire Creek and all tributaries in Lincoln County, including all of the drainages of Fontenelle Creek between the Bridger-Teton National Forest boundary and Camp Fire Creek within Lincoln County.

Area 414. LaBarge Creek and South LaBarge Creek (main streams). Beginning where LaBarge Creek crosses the Bridger-Teton National Forest boundary to its headwaters and the main channel of South LaBarge Creek in Lincoln County. LaBarge Creek Proper will be closed one (1) mile each direction from the confluence of Nameless Creek and LaBarge Creek in Lincoln County.

Area 501. North Pole Mountain. All of the drainages of Brush Creek, Crow Creek, Lodgepole (Pole) Creek, McKechnie Creek and Horse Creek within the boundaries of the Pole Mountain Division of the Medicine Bow National Forest and north of the Happy Jack Road (Wyoming Secondary Highway 210-U.S.F.S. 722) in Albany County.

Area 502. South Pole Mountain. All of the drainages of Brush Creek, Lodgepole (Pole) Creek, Crow Creek and Dale Creek within the boundaries of the Pole Mountain Division of the Medicine Bow National Forest and south of the Happy Jack Road (Wyoming Secondary Highway 210-U.S.F.S. 722) in Albany County.

Area 601. Beaver Creek. All public lands within the Twin Creek and Beaver Creek drainages south of U.S. Highway 287 in Fremont County.

Area 602. Little Popo Agie. All U.S. Forest Service lands within the Little Popo Agie River drainage (including Cherry Creek and Snow Creek) and all U.S. Forest Service lands within the Sawmill Creek drainage in Fremont County.

Area 603. Upper Sweetwater. All public lands within the Sweetwater River drainage above Phelps-Dodge Bridge in Fremont and Sublette Counties.

Area 604. Sweetwater. All public lands within the Rock Creek, Strawberry Creek and Deep Creek drainages and along the Sweetwater River proper between Phelps-Dodge Bridge and Sweetwater Station in Fremont County.

Area 605. Green Mountain. All public lands within the Crooks Creek, Cottonwood Creek, Cooper Creek and Willow Creek drainages on Green Mountain in Fremont County.

Area 606. East Fork Wind River. All lands within the Spence and Moriarity Wildlife Management Area and the Kirk Inberg/Kevin Roy Wildlife Habitat Management Area in Fremont County.

(b) Closed areas.

(i) The following areas shall be closed to the taking of all furbearing animals.

(A) Bighorn Canyon National Recreation Area in Bighorn County;

(B) Grand Teton National Park in Teton County;

(C) John D. Rockefeller Jr. Memorial Parkway in Teton County;

(D) National Elk Refuge in Teton County; and,

(E) Rawhide Wildlife Management Area, Springer Wildlife Habitat Management Area and the Table Mountain Wildlife Habitat Management Area in Goshen County shall be closed October 1 through February 15.

(ii) The following areas shall be closed to the taking of beaver.

(A) Beaver Creek drainage from Wyoming Highway 70 downstream to its confluence with the North Fork of the Encampment River in Carbon County;

(B) Cache Creek drainage in Teton County;

(C) Cliff Creek drainage in Sublette County;

(D) Granite Creek drainage from the Granite Hot Springs swimming pool downstream to the confluence with the Hoback River in Teton and Sublette Counties;

(E) Nameless Creek proper in Lincoln County;

(F) Nash Fork drainage south of Wyoming Highway 130 from the Snowy Range Ski Area Road downstream to its confluence with the North Fork of the Little Laramie River in Albany County;

(G) South Fork Hog Park Creek drainage from the Colorado/Wyoming state line downstream to its confluence with Hog Park Creek in Carbon County;

(H) South Fork Lake Creek and Goetze Creek drainages on the Pennock Mountain Wildlife Habitat Management Area in Carbon County; and,

(I) The head of the Rock Creek drainage north and east of the Sand Lake Road (U.S.F.S. Road 101) downstream to its confluence with the South Fork of Rock Creek in Carbon County.

(iii) The following areas shall be closed to the taking of Marten.

(A) All lands within the Pole Mountain Unit of the Medicine Bow National Forest in Albany County.

Section 5. Common Season Boundary. Wherever a stream or river forms a boundary between two (2) trapping areas with differing seasons for the same furbearing animal, the stream or river channel proper shall open for trapping on the earliest opening date and close on the latest closing date of the two (2) seasons involved.

Section 6. Limited Quota Furbearing Animal Trapping Area Permits. Limited quota trapping areas shall be open only to the person(s) who possesses a furbearing animal trapping permit for the limited quota trapping area and a furbearing animal trapping license. Only the holder of a permit for a limited quota trapping area(s) shall be allowed to trap the limited quota area for the designated species

during the trapping season for which the permit is valid. Permit holders shall be determined by a random computer selection.

(a) Application for Limited Quota Furbearing Animal Trapping Permits. Applications shall be available from Wyoming Game and Fish Department Regional Offices, the Cheyenne Headquarters Office and game wardens. Any qualified person may submit one (1) application for a limited quota trapping area drawing and may list as many as three (3) choices.

(b) When trapping, each permit holder shall present his permit and a valid Wyoming furbearing animal trapping license for inspection upon request to any law enforcement officer empowered to enforce these regulations.

(c) Application Date. Applications shall be submitted on a form provided by the Department to the Headquarters Office from July 1 through September 1.

(d) Drawing. Only correct and complete applications received in the Headquarters Office during the application dates shall be entered in the random computer selection. Successful applicants shall be notified by mail.

(e) Leftover Limited Quota Trapping Area Permits. After the regular drawing, applicants may apply for limited quota trapping area permits not issued in the drawing for limited quota furbearing animal trapping areas. Applicants shall apply to the Headquarters Office. Permits shall be issued in the order the applications are processed or until quotas are reached. Submission of an application either through the mail or hand delivered shall not guarantee a permit

Section 7. Authorization to Trap.

(a) Any person holding a valid Wyoming furbearing animal trapping license shall be authorized to trap furbearing animals in any trapping area specified in the current trapping regulations, excluding those species within limited quota furbearing animal trapping areas requiring a limited quota furbearing animal trapping permit as specified in this regulation and excluding closed areas in Section 5(b) of this regulation.

(b) Individuals issued limited quota furbearing animal trapping permits shall contact the game warden listed on the notice for instructions prior to taking furbearing animals authorized by this permit in the limited quota furbearing animal trapping areas.

Section 8. Snare Specifications.

(a) All snares used for furbearing or predatory animals shall be equipped with a break-away device located at the point of the snare lock;

(b) Break-away devices shall release at two hundred ninety-five (295) pounds of pressure or less;

(c) Snare capture loop size shall not exceed twelve (12) inches in diameter measured from side to side;

(d) Snares shall be solidly anchored to ensure the break-away device properly functions to release at two hundred ninety-five (295) pounds of pressure or less, and;

(i) Snares shall not be anchored to any wire of a fence.

(ii) Snares shall not be anchored to any moveable object such as a drag.

Section 9. Check Period for Leg-Hold Traps, Live Traps, Snares and Quick-Kill Body-Grip Traps.

- (a) All leg-hold traps and live traps shall be checked by the owner a minimum of once during each seventy-two (72) hour period.
- (b) All snares and quick-kill body-grip traps shall be checked by the owner a minimum of one time each week, except during the initial week the snares or quick-kill body-grip traps were set.

Section 10. Mandatory Bobcat Registration. All bobcats harvested in Wyoming shall be registered with the Department by the person taking the bobcat, regardless of the final disposition of the pelt or unskinned carcass. Bobcat pelts may be registered throughout the bobcat season, but registration of pelts shall end at 5:00 p.m. on March 11 of each year. If the registration deadline date occurs on a weekend when the Department Regional Offices are closed, bobcat pelts may be registered on the next business day until 5:00 p.m. Mountain Standard Time. The properly licensed trapper shall present the pelt or unskinned carcass in an untagged condition to a game warden or a Department Regional Office. It shall be unlawful to possess an untagged green bobcat pelt after the registration period expires. Before a Wyoming bobcat tag shall be issued, the person taking a bobcat shall provide to the Department at the time of registration, the age and sex of the bobcat, the number of the Department's bobcat management area in which the bobcat was taken, the date the bobcat was taken, the number of traps that were set, and the number of days traps were set or days hunted with a firearm (i.e. trapping or harvest effort). A Wyoming bobcat tag shall be attached to the pelt or unskinned carcass by an employee of the Department. Wyoming bobcat tags shall be issued free of charge.

Section 11. Trapping of Non-target Wildlife; Disposition of Furbearing Animals at the Trap Site. All non-target wildlife, including but not necessarily limited to game animals, game birds, furbearing animals, protected animals or protected birds that are trapped shall be released unharmed. If a big or trophy game animal, game bird, protected animal or raptor caught has been injured to the extent that the injury may result in death of the animal or if the animal has been killed, the trapper shall immediately notify a Department law enforcement officer. Furbearing animals legally taken shall be either killed at the trap site or immediately released to the wild. If the trapper holds both a furbearing animal trapping license and a license to capture furbearing animals for domestication, the furbearing animals do not have to be killed at the trap site.

Section 12. Use of Dogs. Persons possessing a valid furbearing animal trapping license may use dogs to take bobcats during the bobcat hunting or trapping season.

Section 13. Trap Identification Numbers. All traps and snares used for furbearing or predatory animals shall be permanently marked or tagged with the name and address of the owner or the trap identification number assigned to the owner by the Department.

(a) A person may apply for a trap identification number from the Department. Each individual shall be issued only one (1) trap identification number for the life of the trapper. Trap identification numbers shall be transferable from one (1) person to another only upon completion of an application and approval by the Department.

(b) Trap identification numbers shall consist of the prefix WY, followed by the last two (2) digits of the calendar year in which the number is issued, followed by a number generated by the Department. A hyphen shall separate the three (3) portions of the number. For example, the first trap identification number issued in calendar year 2001 shall be WY-01-001. Numbers shall be legible, at least one-eighth (1/8) inch in height and affixed to traps in such a manner as to read left to right. The trap identification number shall be stamped on the trap or on a metal tag that is affixed to the trap.

(c) Application for a trap identification number shall include the full name and complete home address of the applicant and shall be submitted on a form provided by the Department. Applications shall be submitted to the Wildlife Division, at the Headquarters Office of the Wyoming Game and Fish Department.

(d) Any person who has obtained a trap identification number shall notify the Department by telephoning (307) 777-4686 within thirty (30) days of any change in address.

WYOMING GAME AND FISH COMMISSION

By: 
Mike Healy, President

Dated: January 22, 2014

23-1-302. Powers and duties.

(a) The commission is directed and empowered:

(i) To fix season and bag limits, open, shorten or close seasons including providing for season extensions for hunters with disabilities as established by commission rules and regulation, on any species or sex of wildlife for any type of legal weapon, except predatory animals, predacious birds, protected animals, and protected birds, in any specified locality of Wyoming, and to give notice thereof;

23-2-303. Trapping licenses; tagging; traps and snares; penalty; confiscation; inspection; interference with trapping.

(d) The commission, following consultation with other affected entities, may promulgate rules and regulations establishing specifications for snares, breakaway weights, location of breakaway devices, loop size and anchors for trapping and snaring of furbearing and predatory animals. All traps and snares used for furbearing or predatory animals shall be permanently marked or tagged with the name and address of the owner or the identification number assigned to the owner by the department. Any identification number attached to a trap or snare pursuant to this subsection is solely for the use of the department or appropriate law enforcement officers and is not a public record for purposes of W.S. 16-4-201 through 16-4-205. No trap or snare shall be set for furbearing or predatory animals within thirty (30) feet of any exposed bait or carcass over five (5) pounds in weight. As used in this subsection, "exposed bait or carcass" means the meat or viscera of any part of a mammal, bird or fish, excluding dried bones. All snares used for taking furbearing or predatory animals shall be equipped with a break-away device. Unless otherwise specified in this subsection, all steel-jawed leghold traps shall be checked by the owner at least once during each seventy-two (72) hour period unless extensions are granted by the department. All snares and quick kill body grip traps shall be checked by the owner not less than once each week unless extensions are granted by the department. All wildlife caught in any trap or snare shall upon discovery, be removed immediately by the owner. Violation of this subsection constitutes a low misdemeanor punishable as provided in W.S. 23-6-202(a)(v).

(e) After the date gray wolves are removed from the list of experimental nonessential population, endangered species or threatened species in Wyoming as provided by W.S. 23-1-108 the commission may enact rules and regulations setting forth the specifications for traps and snares used for the taking of gray wolves and the time period for checking such traps and snares. Except as otherwise provided by commission rule, the provisions in this section regulating the trapping of furbearing and predatory animals shall apply to the trapping of gray wolves.

23-3-103. Taking predatory animals, predacious birds and trophy animals; taking furbearing animals and game birds without license prohibited.

(a) Predatory animals and predacious birds may be taken without a license in any manner and at any time except as provided by W.S. 23-2-303(d) and (e), 23-3-112, 23-3-304(b), 23-3-305 and

23-3-307. The department shall report annually to the Wyoming department of agriculture the number of predatory animals and predacious birds taken by the department's animal damage control agents, and include in the report the area where taken and the control method used.

23-3-112. Firearms; automatic weapon prohibited; use of silencer or suppressor to take big or trophy game restricted; penalties.

(a) No person shall take any wildlife with any fully automatic weapon.

23-3-304. Certain trapping devices unlawful; game for bait prohibited; baiting big game animals prohibited; penalties.

(a) No person shall take or wound any game animal, game bird, or game fish by use of any pit, pitfall, net, trap, deadfall, poison, or other similar device except as otherwise provided. From and after the date gray wolves are removed from the list of experimental nonessential population, endangered species or threatened species in Wyoming as provided by W.S. 23-1-108, gray wolves may be taken with a trap or snare only as allowed by and in accordance with rules and regulations of the commission.

(b) No person shall take a game animal, game bird, or game fish, and use any parts thereof, for bait to trap or poison any wildlife of Wyoming.

23-3-305. Hunting from highway; entering enclosed property without permission; penalty; hunting at night without permission prohibited.

(a) No person shall hunt, shoot, or attempt to kill any wildlife from any public road or highway.

(b) No person shall enter upon the private property of any person to hunt, fish, or trap without the permission of the owner or person in charge of the property. Violation of this subsection constitutes a low misdemeanor punishable as provided in W.S. 23-6-202(a)(v).

(c) No person shall fire any firearm from, upon, along, or across any public road or highway.

(d) No person knowingly shall fire any rifle from the enclosed lands of one person onto or across the enclosed lands of another without the permission of both persons.

(e) No person shall hunt at night upon privately owned or leased lands except with written permission of the landowner or lessee.

23-3-306. Use of aircraft, automobiles, motorized and snow vehicles and artificial light for hunting or fishing prohibited; exceptions; penalties.

(a) No person shall harass, pursue, hunt, shoot, or kill any Wyoming wildlife except predatory animals with, from, or by use of any aircraft, automotive vehicle, trailer, motor-propelled wheeled vehicle, or vehicle designed for travel over snow. No person shall use any aircraft, to aid in the taking of any Wyoming wildlife, except predatory animals, whether by spotting or

locating the wildlife, communicating with any person attempting to take the wildlife, or by providing other aid to any person taking the wildlife. Nothing in this subsection shall apply to the use of any aircraft by governmental agencies, their employees, contractors or designees performing any lawful duties. The commission may exempt handicapped hunters from any provision of this subsection.

(b) No person shall take any wildlife with the aid of or by using any artificial light or lighting device except as otherwise provided in subsections (f) and (g) of this section and except that predators may be taken with the aid of an artificial light or lighting device by:

(i) A public officer authorized to and conducting predator control;

(ii) A landowner, resident manager, or person with the landowner's or a resident manager's written permission to take predators, on land under the landowner's control for the protection of his property.

23-3-307. Hunting while intoxicated or under influence of controlled substance prohibited.

(a) No person shall carry a firearm with a cartridge therein, or take any wildlife in Wyoming, while intoxicated or under the influence of controlled substance as defined in the Wyoming Controlled Substances Act of 1971 or amendments thereto.

November 6, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, Public Services Director
Pete Meyers, Assistant Public Services Director
Dan Coryell, Parks Manager

SUBJECT: Park Shelter Reservation Fees

Recommendation:

That Council, by resolution, approve the revised fee structure for park and tennis court reservations.

Summary:

A request is being made to change the current all-day rental from 7:00am – 10:00pm, into two separate blocks. The new reserved times will be from 10:00am – 2:00pm, and 4:00pm – 8:00pm. This will allow staff time to perform a pre and post check of reserved shelters. If a request is made for an all-day rental, they must reserve both blocks.

The park shelters are placed into two separate categories. They are titled small shelters and large shelters. The small shelter price will be \$30.00 per block, and the large shelter price will be \$60.00 per block. The small shelters will accommodate groups of 20 or less, while the large shelters will be able to handle groups up to 50.

A third group was developed called special event rentals. The most frequently reserved locations for large or special events are in this category. An event coordinator will be able to view this page and choose the facilities and or amenities that they need. The rates will vary on these depending on what is available at each location.

A deposit of \$50.00 is being requested for the use of the band shell at Washington Park and the North Casper Clubhouse at Riverview Park. Large shelter rentals will have a deposit of \$25.00, and small shelter rentals will have no deposit.

A resolution is prepared for Council consideration.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NO. 08-31
AND ESTABLISHING FEES FOR THE USE OF PARKS AND
TENNIS COURTS.

WHEREAS, the Casper City Council has established a policy that individuals, groups, or organizations who desire the use of various recreational facilities shall bear a substantial portion of the costs of servicing, maintaining, and improving these facilities; and,

WHEREAS, it is necessary to review these fees on a regular basis, and revise, if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of parks and tennis courts, effective _____.

STANDARD FEE STRUCTURE FOR PARK RESERVATIONS

These basic park fees guarantee exclusive use of the defined park area providing written permit is approved and appropriate fees paid in full at least seven (7) days prior to the requested date(s). Permits are available at City Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m. Group must have possession of the permit during the usage.

Category	Block 1 10:00am – 2:00pm	Block 2 4:00pm – 8:00pm	REFUNDABLE DAMAGE DEPOSIT
Small Shelter	\$30.00	\$30.00	N/A
Large Shelter	\$60.00	\$60.00	\$25.00

Category	Location	Options	Price per 4 hour time block	Deposit
Special Event	Adams Park	Green Space	\$25.00	N/A
		Shelter 1	\$30.00	N/A
		Bridge	\$25.00	N/A
Special Event	City Park	Green space w/o power	\$25.00	N/A
		Green space w/ power	\$35.00	N/A
Special Event	Wells Park	Green space	\$25.00	N/A
		Shelter 1	\$60.00	\$25.00
		Shelter 2	\$60.00	\$25.00

Category	Location	Options	Price	Deposit
Special Event	Conwell Park	Green space w/o power	\$25.00	N/A
		Green space w/ power	\$35.00	N/A
		Gazebo	\$30.00	N/A
		Shelter 1	\$60.00	\$25.00
		All spaces together w/o power	\$115	\$25.00
		All spaces together w/ power	\$125	\$25.00
Special Event	Washington Park	Green Space	\$25.00	N/A
		Band Shell	\$30.00	\$50.00
		Removal of risers	\$175.00	N/A
		Shelter 1	\$30.00	N/A
		Shelter 2	\$30.00	N/A
		Shelter 3	\$30.00	N/A
		Open Tables	\$30.00	N/A
Special Event	Riverview Park	Green space	\$25.00	N/A
		North Casper Clubhouse	\$60.00	\$50.00
		Shelter 1	\$30.00	N/A
		Shelter 2	\$30.00	N/A
		Shelter 3	\$30.00	N/A
Special Event	Adventure Park	Green space w/o power	\$25.00	N/A
		Green space w/ power	\$35.00	N/A
		Shelter 1	\$60.00	N/A
		Shelter 2	\$60.00	N/A
		Shelter 3	\$60.00	N/A
		Shelter 4	\$60.00	N/A
		Pavilion	\$60.00	\$25.00
		East end parking lot	\$30.00	N/A
Special Event	North Casper Clubhouse	North Casper Clubhouse	\$60.00	\$50.00

Category	Location	Price per 1 hour time block	Deposit
Tennis	Tennis Court (any)	\$2.00	N/A

Exceptions

1. City-sponsored and Supported Events – no charge.
2. School District Special Events – no charge.
3. Casper College Special Events – no charge.
4. Veterans' Park (for official Veterans' ceremonies) – no charge.

5. Special events that directly benefit a charitable cause - \$60.00/four hour block for park reservation, and the appropriate refundable damage deposit.
6. Commercial Activities - \$60.00/four hour block per vendor in addition to standard fee structure for events which are open to the public.
7. Tennis Court reservations for the School District or for Casper College – no charge; however, City sponsored classes or tournaments have first priority.
8. Rental of green spaces and shelters does not include play structures.
9. Rental of two four hour blocks on the same day can be done with only one damage deposit and shall entitle the renter to use the rented area for the intervening time as well.

Park Reservation Permits:

1. All reservations will require a permit. Permits will be initiated by the Finance Division, and copies will be sent to the Parks Division and the Police Department.
2. Private functions involving up to 200 people must be approved by the Parks Division Manager.
3. Private functions involving more than 200 people, or functions which are open to the public, or functions which involve amplified music, must be approved by both the Parks Division Manager and the Police Chief.

Pre-function Meetings:

1. If a function involves the need to drive vehicles on a park, or the need to drive stakes into the ground, the applicant must meet with the Parks Division Manager or his/her representative for specific direction on where vehicles and stakes will be allowed.
2. Applicants may be required to meet with the Parks Division and/or the Police Department if a function has the potential for noise problems, parking problems, damage to the park, or disorderly conduct.

Insurance Certificates:

1. Private functions involving more than 200 people, and/or functions which are open to the public, require a certificate of insurance for established organizations and businesses that carry liability insurance.
2. The certificate must list the City as an additional insured and be in the amount of \$250,000 per occurrence or \$500,000 aggregate.

Additional fees:

1. The City may require deposits or fees in addition to those listed above if unusual circumstances require additional direct expenses not herein provided. Example: Police security personnel.
2. The City may require an online convenience fee, in addition to any charges listed above, as might be applied through an online reservation system.

Special rates:

The City Manager or authorized designate may authorize reductions in fees for special promotions, unique situations or emergencies, if such reductions would be in the best interests of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution No. 08-31 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2014.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Charlie Powell
Mayor

November 21, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, Public Services Director
Pete Meyers, Assistant Public Services Director
Dan Coryell, Parks Manager

SUBJECT: Athletic Field Rental Fees

Recommendation:

That the City Council, by resolution, approve the fee structure for athletic field reservations.

Summary:

A request is being made to separate athletic field rental fees and park rental fees. Historically, these two items have been combined under one large resolution.

The Parks Division is currently requesting to revise the fee structure for park and tennis reservations and place them in their own resolution, and that revised resolution has been submitted for Council's review.

Regarding athletic field rentals, there are no changes in the dollar amounts or areas available. The only change is that it has been separated from the park reservation resolution.

Thank you for your consideration into this matter.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NO. 08-31
AND ESTABLISHING FEES FOR THE USE OF ATHLETIC
FIELDS.

WHEREAS, the Casper City Council has established a policy that individuals, groups, or organizations who desire the use of various athletic fields shall bear a substantial portion of the costs of servicing, maintaining, and improving these facilities; and,

WHEREAS, it is necessary to review these fees on a regular basis, and revise, if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of athletic fields, effective _____.

STANDARD FEE STRUCTURE
FOR ATHLETIC FIELDS – ORGANIZED LEAGUE USE

Adult Softball Leagues

- | | | | |
|----|----|----------------------------|--------------------|
| 1. | A. | Summer Season – Team Fee | |
| | | *Competitive Teams | \$160.00 per team |
| | | (play twice per week) | |
| | | *Recreational Teams | \$80.00 per team |
| | | (play once per week) | |
| | B. | Summer Season – Player Fee | \$10.00 per player |
| 2. | A. | Fall Season – Team Fee | \$75.00 per team |
| | B. | Fall Season – Player Fee | \$10.00 per player |

Note: Adult Softball League fees will be applied as follows:

*70% towards field preparation and maintenance services provided by the Parks Division.

*30% towards league administration services provided by the Recreation Division.

Youth Softball Leagues

Maintenance Fee \$5.00 per player per season

Softball and Baseball Tournaments

For weekend invitational, district, or state tournaments:

- | | | |
|----|---|----------|
| 1. | Tournament Deposit (refundable): | \$500.00 |
| | To insure that tournament organizer is committed to the tournament, and that fields and equipment are left in good condition. | |
| 2. | Mandatory Fees | |

- | | | |
|----|---|---|
| A. | Initial Field Preparation Fee | \$55.00 per field per day |
| B. | Maintenance Fee
(trash removal and portable restrooms) | \$60.00 per complex per day |
| 3. | Optional Fees | |
| A. | Additional Field Preparations | \$55.00 per preparation per field |
| B. | Lights | \$7.00 per hour per field |
| 4. | Rentals: | |
| A. | Striper | \$10.00 |
| B. | Quick Coupler and Hose | \$5.00 |
| C. | Marble Dust | \$7.00 per bag |
| D. | Diamond Dry | \$20.00 per bag |
| 5. | Food Service Permit | \$25.00 per complex |
| | Authorization to sell food service items during the tournament, providing that sales tax, Health Department, and other appropriate requirements are met. | |
| 6. | Beer Consumption Permit | \$50.00 per complex |
| 7. | Exceptions: | |
| a. | City-sponsored tournaments | \$25.00 per field preparation per day |
| | | \$10.00 per team for administrative services
(only mandatory fees) |
| b. | Non-Profit Tournaments
(proceeds benefit a charitable cause) | \$25.00 per field preparation per day |
| | Complex Usage Fee | \$60.00 per complex per day |
| c. | The \$500.00 Tournament Deposit is due at least 30 days prior to an event requesting services related to the use of athletic fields over Memorial Day and Labor Day weekends. Cancellation of the event for any reason other than inclement weather or related unplayable field conditions will result in forfeiture of the Tournament Deposit fee. | |

Softball Field Reservations

- | | | |
|----|-----------------|----------------------------------|
| 1. | Reservation Fee | \$10.00 (max of 2 hours) |
| 2. | Lights Fee | \$7.00 per hour (max of 2 hours) |

Soccer Leagues

- | | |
|---|--|
| Maintenance Fee – North Casper Soccer Complex | \$8.00 per player per season
(minimum of \$8,000.00 per year,
maximum of \$24,000.00 per year) |
|---|--|

Soccer Tournaments

- | | |
|--|------------------|
| Maintenance Fee* – North Casper Soccer Complex | \$500.00 per day |
|--|------------------|

*Includes portable restroom services and trash removal

North Casper Soccer Complex Events

Maintenance Fee \$50.00 per day – up to 250 people
\$500.00 per day – over 250 people

Adult Football League

Maintenance Fee \$5.00 per player per season

Youth Football League

Maintenance Fee \$5.00 per player per season

Youth Baseball League

Maintenance Fee
1. Casper Youth Baseball \$2.50 per player per season
2. Casper Legion Baseball \$5.00 per player per season

Additional fees:

The City may require deposits or fees in addition to those listed above, if unusual circumstances require additional direct expenses not herein provided. Example: Police security personnel.

Special rates:

The Leisure Services Director or authorized designate may authorize reductions in fees for special promotions, unique situations or emergencies, if such reductions would be in the best interests of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution No. 08-31 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2015.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Charlie Powell
Mayor

RESOLUTION NO. 13-71

A RESOLUTION RESCINDING RESOLUTION NO. 08-31 AND ESTABLISHING FEES FOR THE USE OF PARKS, ATHLETIC FIELDS, AND TENNIS COURTS.

WHEREAS, the Casper City Council has established a policy that individuals, groups, or organizations who desire the use of various recreational facilities shall bear a substantial portion of the costs of servicing, maintaining, and improving these facilities; and,

WHEREAS, it is necessary to review these fees on a regular basis, and revise, if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of parks, athletic fields, and tennis courts, effective April 4, 2013.

STANDARD FEE STRUCTURE FOR PARK RESERVATIONS

These basic park fees guarantee exclusive use of the defined park area providing written permit is approved and appropriate fees paid in full at least seven (7) days prior to the requested date(s). Permits are available at the Casper Recreation Center, Monday – Friday, 8:00 a.m. – 5:00 p.m. (except 12:00-1:00 p.m.). Group must have possession of the permit during the usage. Parks may generally be reserved between the hours of 7:00 a.m. and 10:00 p.m. (irrigation schedules at some parks begin at 9:00 p.m. and end at 8:00 a.m.).

NUMBER OF PEOPLE	BASIC FEE*/DAY	BEER CONSUMPTION PERMIT FEE/DAY	REFUNDABLE DAMAGE DEPOSIT**
UP TO 50	\$25.00	\$25.00	\$50.00
51 TO 100	\$50.00	\$50.00	\$100.00
101 TO 200	\$100.00	\$50.00	\$150.00
201 TO 300	\$200.00	\$50.00	\$200.00
301 TO 400	\$300.00	\$50.00	\$250.00
401 TO 500	\$400.00	\$50.00	\$300.00
501 TO 1,000	\$500.00	\$50.00	\$400.00
OVER 1,000	\$600.00	\$50.00	\$600.00
UNKNOWN – OPEN TO PUBLIC***	TBA	\$50.00	\$200.00 TO \$1,000.00

* Basic fee includes exclusive use of the defined park area, and additional expenses incurred by the Parks Division which result from a group usage, such as turf maintenance, trash removal and portable restrooms. Groups of over 500 people will be referred to a contractor for trash removal and portable restroom services.

- ** Deposit amounts are minimum requirements, and may be increased after consultation with the Parks Division and the Casper Police Department.
- *** When the size of the group is unknown prior to the event, the amount of deposit to be determined after consultation with the Parks Division and the Casper Police Department. Basic fee will be collected prior to refunding the damage deposit, based upon number of people who actually attended the event.

Exceptions

1. City-Sponsored and Supported Events – no charge.
2. School District Special Events – no charge.
3. Casper College Special Events – no charge.
4. Veterans' Park (for official Veterans' ceremonies) – no charge.
5. Special events that directly benefit a charitable cause - \$25.00/day for park reservation, and the appropriate refundable damage deposit.
6. Commercial Activities - \$25.00/day per vendor, in addition to standard fee structure for events which are open to the public.
7. A \$5.00 administrative fee will be assessed for revisions to already processed permits.

North Casper Clubhouse

1. Rental Fee - \$50.00/day.
2. Refundable Damage Deposit - \$125.00.

Washington Park Shallenberger Bandshell

1. Rental Fee - \$25.00/day, in addition to the normal park fee.
2. Refundable Damage Deposit - \$75.00, in addition to the normal park deposit.
3. Fee for Moving Risers - \$175.00 (fee for staff to move the risers and then put them back after a usage).

Park Reservation Policies

Approval of Permits:

1. All permits will be initiated by the Recreation Division, and copies will be sent to the Parks Division and the Casper Police Department.
2. Private functions involving up to 200 people will be approved by the Recreation Division.
3. Private functions involving more than 200 people, functions which are open to the public, and functions which involve amplified music, will be approved by both the Recreation Division and the Casper Police Department.

Pre-function Meetings:

1. If a function involves the need to drive vehicles on a park or the need to drive stakes into the ground, the applicant must meet with the Parks Division for specific direction on where vehicles and stakes will be allowed. Failure to do so will result in the group forfeiting at least 50% of the damage deposit.

2. Applicants may be required to meet with the Parks Division and/or the Casper Police Department, if a function has the potential for noise problems, parking problems, damage to the park, or disorderly conduct.

Insurance Certificates:

1. Private functions involving more than 200 people, and functions which are open to the public, require a certificate of insurance for established organizations and businesses that carry liability insurance.
2. The certificate must list the City as an additional insured and be in the amount of \$250,000 per occurrence or \$500,000 aggregate.

STANDARD FEE STRUCTURE
FOR ATHLETIC FIELDS – ORGANIZED LEAGUE USE

Adult Softball Leagues

- | | | | |
|----|----|----------------------------|--------------------|
| 1. | A. | Summer Season – Team Fee | |
| | | *Competitive Teams | \$160.00 per team |
| | | (play twice per week) | |
| | | *Recreational Teams | \$80.00 per team |
| | | (play once per week) | |
| | B. | Summer Season – Player Fee | \$10.00 per player |
| 2. | A. | Fall Season – Team Fee | \$75.00 per team |
| | B. | Fall Season – Player Fee | \$10.00 per player |

Note: Adult Softball League fees will be applied as follows:

- *70% towards field preparation and maintenance services provided by the Parks Division.
- *30% towards league administration services provided by the Recreation Division.

Youth Softball Leagues

Maintenance Fee \$5.00 per player per season

Softball and Baseball Tournaments

For weekend invitational, district, or state tournaments:

1. Tournament Deposit (refundable): \$500.00
To insure that tournament organizer is committed to the tournament, and that fields and equipment are left in good condition.
2. Mandatory Fees

A.	Initial Field Preparation Fee	\$55.00 per field per day
B.	Maintenance Fee	\$60.00 per complex per day
	(trash removal and portable restrooms)	
3. Optional Fees

A.	Additional Field Preparations	\$55.00 per preparation per field
B.	Lights	\$7.00 per hour per field

- | | | |
|----|--|---|
| 4. | Rentals: | |
| | A. Striper | \$10.00 |
| | B. Quick Coupler and Hose | \$5.00 |
| | C. Marble Dust | \$7.00 per bag |
| | D. Diamond Dry | \$20.00 per bag |
| 5. | Food Service Permit | \$25.00 per complex |
| | Authorization to sell food service items during the tournament, providing that sales tax, Health Department, and other appropriate requirements are met. | |
| 6. | Beer Consumption Permit | \$50.00 per complex |
| 7. | Exceptions: | |
| | a. City-Sponsored Tournaments | \$25.00 per field preparation per day |
| | | \$10.00 per team for administrative services
(only mandatory fees) |
| | b. Non-Profit Tournaments
(proceeds benefit a charitable cause) | \$25.00 per field preparation per day |
| | Complex Usage Fee | \$60.00 per complex per day |
| | c. The \$500.00 tournament deposit is due at least 30 days prior to an event requesting services related to the use of athletic fields over Memorial Day and Labor Day weekends. Cancellation of the event for any reason other than inclement weather or related unplayable field conditions will result in forfeiture of the Tournament Deposit fee. | |

Softball Field Reservations

- | | | |
|----|-----------------|--|
| 1. | Reservation Fee | \$10.00 (maximum of two hours) |
| 2. | Lights Fee | \$7.00 per hour (maximum of two hours) |

Soccer Leagues

- | | |
|---|---|
| Maintenance Fee – North Casper Soccer Complex | \$8.00 per player per season
(minimum of \$8,000.00 per year)
(maximum of \$24,000.00 per year) |
|---|---|

Soccer Tournaments

- | | |
|--|------------------|
| Maintenance Fee* – North Casper Soccer Complex | \$500.00 per day |
|--|------------------|

*Includes portable restroom services and trash removal

North Casper Soccer Complex Events

- | | |
|-----------------|--|
| Maintenance Fee | \$50.00 per day – for up to 250 people
\$500.00 per day – for over 250 people |
|-----------------|--|

Adult Football League

- | | |
|-----------------|------------------------------|
| Maintenance Fee | \$5.00 per player per season |
|-----------------|------------------------------|

Youth Football League

- | | |
|-----------------|------------------------------|
| Maintenance Fee | \$5.00 per player per season |
|-----------------|------------------------------|

Youth Baseball League

Maintenance Fee

- | | | |
|----|------------------------|------------------------------|
| 1. | Casper Youth Baseball | \$2.50 per player per season |
| 2. | Casper Legion Baseball | \$5.00 per player per season |

STANDARD FEE STRUCTURE FOR TENNIS COURTS

1. Court reservations for individuals, leagues, or tournaments - \$2.00 per hour per court.
2. Court reservations for the School District or for Casper College – no charge; however, City-sponsored classes or tournaments have first priority.

Additional fees:

The City may require deposits or fees in addition to those listed above, if unusual circumstances require additional direct expenses not herein provided. Example: Police security personnel.

Special rates:

The Leisure Services Director or authorized designee may authorize reductions in fees for special promotions, unique situations or emergencies, if such reductions would be in the best interests of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution No. 08-31 is hereby rescinded.

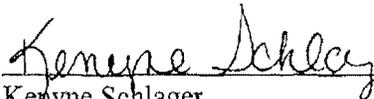
PASSED, APPROVED, AND ADOPTED this 2nd day of April, 2013.

ATTEST:



V. H. McDonald
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation



Kenyne Schlager
Mayor

November 4, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, Public Services Director
Pete Meyers, Assistant Public Services Director
Dan Coryell, Parks Manager
Mike Leyba, Cemetery Supervisor

SUBJECT: Proposed Cemetery Fee Changes - 2014

Recommendation:

That Council, by resolution, adopt the proposed rates for services and the purchase of graves at Highland Cemetery.

Summary:

Highland Cemetery is a heavily subsidized operation. Revenues last year were \$118,246, but operating expenses were \$447,587. Rates have never been set with the intention of fully covering the cemetery's costs. The current rate proposal is expected to increase revenues by 13% (roughly \$16,000 per year), which would be a very gradual step toward self sufficiency. Rates are also being raised with an eye toward eventually establishing a perpetual care fund.

Wyoming State Law requires private cemeteries to establish perpetual care funds to cover cemetery maintenance once all of the graves have been filled. The minimum requirement is 90 cents per square foot of grave space sold. Municipal cemeteries are exempt from this requirement, but the principle of having a fund to cover long term expenses is still fundamentally sound. The City does not currently maintain a cemetery perpetual care fund; instead, all cemetery revenues are deposited into the general fund. Previous estimates have determined that Highland Cemetery has roughly 100 years worth of available grave space.

Other notable changes include:

Grave Service Fee

Previous iterations of Highland Cemetery's rates were not consistent at charging for graveside services. Graveside services include cleaning a grave site prior to the ceremony, along with the setting of the funeral canopy and the placement of chairs. Traditional burials (full body) included the cost of the grave service fee in with the burial fee, but for cremains, the fee was extra. The new proposal sets a separate \$50 charge for graveside services under all circumstances.

Columbarium

The rates presented here include figures for columbarium burials. A columbarium is a free-standing, cabinet-like structure that is used to hold cremated remains. These structures take up less space than traditional graves, they are easier to maintain, and they are becoming common in

cemeteries nationwide. The Parks Division is planning to purchase a columbarium at Highland Cemetery (the cost is expected to be about \$30,000), so the rates listed here reflect columbarium graves and services.

Headstone Permit

The cemetery currently charges a \$30 headstone permit fee for any type of headstone. The new rate structure would charge different rates for different sizes of headstone. Flush mounted (ground level) headstones are very easy to maintain in regard to both mowing and watering, so the fee would be waived for flush mounted markers. Regular and oversized markers would be charged at a higher rate.

RESOLUTION NO. 12-240

A RESOLUTION REGULATING THE OPERATION OF HIGHLAND CEMETERY AND ESTABLISHING FEES, SERVICES AND SALES POLICIES, RULES AND REGULATIONS.

WHEREAS, the City of Casper desires to regulate the operations of the Highland Cemetery and establish fees for services and sales related to these operations.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: Fees, services and sales policies, and rules and regulations for the Highland Cemetery are hereby established as follows:

Section 1.

It shall be unlawful for any person to be buried at any place within the limits of the City of Casper, Wyoming, other than in a lawfully established cemetery.

Section 2.

Unless otherwise specified all sections of this resolution with the word "cemetery" shall apply to all current and future city-owned cemeteries.

Section 3 - Operating Hours.

- A. Dates and Times Cemetery Will be Open. The cemetery will be open between 8:00 a.m. and sunset year round. It shall be unlawful for any person to be in the cemetery during any other hours without the permission of the City Manager. Violators will be prosecuted as trespassers.
- B. Cemetery Office Hours. The Cemetery Office shall be open from 10:00 a.m. to 2:00 p.m. Monday through Friday. The Cemetery Office will be closed on all City-observed, legal holidays, except Memorial Day.

Section 4.

Whenever the words "City Manager" are used in this article it shall be construed to mean the City Manager, or other duly authorized representative.

Duties of the City Manager as to Management of the Cemetery. Duties of the City Manager shall be as follows:

- A. The City Manager shall establish rules and regulations for the management, operation, and maintenance of the cemetery, which rules will be filed in the Office of the City Clerk and at the cemetery office, and which rules and regulations must be approved and adopted by the City Council by resolution action and shall be subject to any limitations and restrictions set forth herein.

- B. The City Manager shall manage, operate, and maintain the cemetery and see that no lot therein is used or occupied in violation of this resolution or any rule or regulation promulgated under this resolution.
- C. The City Manager shall be charged with the duty of collecting all monies due and payable to the City for lots, graves, or plots in the cemetery and other monies due and payable by reason of the operation and maintenance of the cemetery.
- D. The City Manager shall be charged with the duty of issuing all burial permits in the cemetery and seeing that graves are open and excavated in the proper lots, graves, and plots of ground, keeping a record showing when the lots, graves, or plots were sold, to whom sold, the time of sale thereof, the price paid or to be paid therefore, by whom and to whom a permit is issued, or monies received by him under the provisions of this article and such other information as shall be deemed advisable by the City Council.
- E. Right to Replat, Regrade and Use Property. The right to enlarge, reduce, replat and/or change the boundaries or grading of the cemetery or a section or sections, from time to time, including the right to modify and/or change the locations of or remove or regrade roads, drives and/or walks, or any part thereof, is hereby expressly reserved. the right to lay, maintain and operate or alter or change pipelines and/or gutters for sprinkling systems, drainage, lakes, etc., is also expressly reserved; as well as the right to use the cemetery property, not sold to right of interment owners, for cemetery purposes, including the interring and preparing for interment of human bodies, or for anything necessary, incidental or convenient thereto. The City reserves itself, and to those lawfully entitled thereto, a perpetual right to ingress and egress over lots for the purpose of passage to and from other lots.
- F. No Interment Rights Granted In Roadways. No interment rights are granted to individuals in any road, drive or walk within the cemetery. Roads, drives or walks shall be used as a means of access to or within the cemetery during normal operating hours.

Section 5 - Lot Sales.

- A. Deeds. No deed for any lot, grave, or plot in the cemetery shall be issued and no title for same shall pass until a full purchase price has been paid to the City nor until other expenses and charges payable to the City have been paid, and all such deeds shall be issued by the City Manager under the seal of the City, signed by the Mayor and attested by the City Clerk.

At the time each burial is scheduled, mortuaries may execute a promissory note for the City's charges to become due and payable on the last day of the next succeeding month without interest. Delinquent notes bear interest at the rate of ten (10) percent and no further credit

shall be extended to the maker of any note which has not been paid within six (6) months from the date of execution. Additionally, burial, space and perpetual care charges for legal guardians of needy children may be carried on a payment plan at the City Manager's discretion.

B. Purchase Price of Lots. The purchase price of lots in any cemetery shall be:

1. Human services recipient graves will be free; however, no monuments or markers will be allowed unless provided by the Veteran's Administration or unless the owner pays the \$340.00 space fee.
2. Block 106 will be reserved for mausoleum lots, all of equal size and accessibility: \$1,270.00 per lot.
3.

(4'x10') Space with perpetual care + setting permit	\$580
Infant Space (3'x5') with perpetual care + setting permit	\$240
Cremaains Space (4'x4') with perpetual care + setting permit	\$260

C. Perpetual Care.

(4'x10')	\$120
Infant (3'x5')	\$55
Cremaains (4'x4')	\$55

Those lots which were sold prior to the institution of a perpetual care charge, will be assessed the perpetual care fee at the time of interment, deed transfer, additional remains interment, or recording of burial information when the recording fee is assessed.

D. Change of Address of Grave Owners. It shall be the duty of the grave owners to notify the City of Casper of any change in its mailing address. Any notice sent to property owner's last address on file in the Cemetery Office shall be considered sufficient and proper legal notification in correspondence matters.

E. Transfer or Assignment must be filed With the City Manager. No transfer or assignment of any grave or graves shall be valid unless filed in writing in the cemetery office. Only lot owners of record shall be recognized by the City Manager. A fee of \$30.00 (paid by the seller) will be charged for any transfer or assignment.

- F. Private Space Sale by the City. If, for any reason, it becomes necessary for the grave owner to dispose of his or her interest in any burial space, the owner may list with the city to broker said burial space(s). The city will receive 20% of the sale price for the grave only as its compensation for expenses associated with the sale, including advertising, personnel costs, and other costs. The buyer of the burial space will be responsible for payment of all costs incurred by the city at the time of the transfer. Listing of space(s) will be done in the cemetery office. If the perpetual care fee has not been paid on such spaces, the fee will be paid by the buyer at the time of transfer.
- G. Errors May Be Corrected. The City reserves the right to correct any errors made by it in the description of the location of the lot or burial space to which the right of interment is conveyed, either by canceling the sale and substituting in lieu thereof other burial space(s) or lot(s) of equal value and in a similar location, or in the sole discretion of the City, by refunding the amount of money paid for said right of interment.

Section 6 - Burial Charges.

Prior to grave opening, the purchaser shall pay to the City for complete interment service, with all necessary equipment, as follows:

Burial Charges - Adult (traditional) + adj. vault fee	\$445
After 4:00 p.m. + adj. vault fee	\$530
Burial Charges - Child (traditional)	\$120
After 4:00 p.m.	\$180
Burial Charges - Cremains	\$105
After 4:00 p.m.	\$150
Mausoleum/Columbarium Service Fee	\$210
Saturday, Sunday And Holiday Overtime (in addition to the regular fee):	
Traditional Adult Burial	\$425
Traditional Child Burial	\$300
Cremains Burial	\$180
Mausoleum / Columbarium Service	\$180
Disinterment (Child-Adult)	\$570-900
Disinterment (Child-Adult) (with Reinterment)	\$665-1345
Disinterment of ashes and urn	
(Removal of ashes and urn from burial)	\$215 per urn
Disinterment of lower remains in	
double-depth burial (Child-Adult)	\$ Contractor's cost, plus 10%
Disinterment of lower remains in	
double-depth burial (Child-Adult)	
with reinterment	\$ Contractor's cost, plus 10% and burial charges

Indigent Full Space + perpetual care + setting permit	\$340
Indigent Cremains Space + perpetual care + setting permit	\$155
Indigent Traditional Burial Charge	\$115
Indigent Cremains Burial Charge	\$75
Recording Fee	\$35
Additional Remains Fee	\$65

Section 7 - Burial Procedures.

Only the interment of human remains is allowed in the cemetery.

Only persons or firms authorized by the City Manager shall be allowed to open or excavate any grave, for any purpose.

The procedure to be followed before interring human remains in any cemetery shall be as follows:

- A. When instructions regarding the location of a burial space on a lot cannot be obtained or are indefinite, or when, for any reason, the burial space cannot be opened where specified, the City Manager may, upon his/her discretion, open it in such location on the lot as he/she deems best and proper; and the City shall not be liable for damages resulting from any such change.
- B. Once in the cemetery, the deceased, the burial container and/or other related equipment are considered under the responsibility and control of the attending funeral director or their assistant until cemetery personnel arrive at the gravesite for the purpose of closing the grave. Until then, the funeral director may perform any service required by them or the family of the deceased as they deem appropriate without liability to the City of Casper, or its employees.
- C. Traditional adult burial will be in an area four (4) feet wide by ten (10) feet long, and no less than five (5) feet in depth. A traditional child burial will be in an area three (3) feet wide by five (5) feet long, and from three (3) to four (4) feet in depth, as dependent upon the size of the casket. Double traditional burials will be allowed in suitable areas, as determined by the City Manager. Double traditional burials shall be defined as the interment of two (2) traditional burials in a single grave space, with the lower of the two remains at no less than seven and one-half (7 1/2) feet in depth. The lower of the two remains shall be confined in a double depth certified vault.
- D. No surface scattering of cremains shall be allowed. All cremains must be interred, or enclosed in a suitable container within a memorial niche, in a designated and recorded space or columbarium. All disposition of remains are to be recorded with the cemetery office. Individual interred cremains shall be allocated a designated space of no less than two (2) feet by two (2) feet. No more than eight (8) cremains in containers (urns) may be interred in a single adult space (four (4) feet by ten (10) feet), in addition to one (1) traditional burial in a casket beneath the urns. Urns shall occupy a space of approximately two (2) feet by two (2) feet. No more than two (2) cremains in containers may be interred in a designated cremains burial area (four (4) feet by four (4) feet).

In order to inter cremated remains in the cemetery, either in the ground or in a monument foundation, an interment permit must be obtained from the cemetery office and the applicable fee(S) paid to the cemetery office. The person(s) requesting interment of cremated remains may choose any adequate container for the cremated remains approved by the City Manager.

The City shall not be liable for the protection of the cremated remains. In the event that the cremated remains must be relocated for any reason, the city shall not be responsible for any damage to the cremated remains or the container.

- E. The City shall in no way be held responsible for any delay in the interment of a body where a protest to the interment has been made, or where these rules and regulations have not been complied with; and, further, the city reserves the right under such circumstances to either not receive the remains, or to place the remains in a receiving vault until the full rights have been determined. The City shall be under no obligation to recognize any protests of interments unless they are made in writing and filed with the cemetery office.
- F. Permit. The purchaser shall secure from the City Manager a permit showing the provisions of this article have been complied with, the lot and block number in which the grave is to be opened, which permit shall entitle him to the services rendered by the City relative to the opening and closing of the grave, furnishing grass, lowering device, and chairs; provided, however, in case of any burial on lands in the cemetery owned by or reserved by Natrona County or any lodge organization, an additional permit must be obtained from the County, lodge, or other organization.
- G. The burial certificate, or permit, issued by the registrar, under the provisions of vital statistics of the vital statistics laws of the state, shall be deposited with the City Manager.
- H. It shall be the responsibility of the person or firm in charge of any adult traditional burial in any cemetery to provide a permanent grave reinforcement of fiberglass, polystyrene, steel, or concrete. Vault bases are mandatory.
- I. The City, when deemed necessary by the City Manager, in order to provide for an adequate grave opening, may remove shrubs and trees without notification to the adjoining grave owners. Replacement will be at the discretion of the City Manager.
- J. Notice of Burials. It shall be the responsibility of each person or firm to make necessary arrangements for burials at least twenty-four (24) hours prior to such burials. Neither the City nor any of its employees shall in any way be liable for any delay of burial services when twenty four (24) hour notice is not given. In addition, the person or firm making the arrangements should clear them through the Cemetery Office before final burial details and arrangements are made.

The cemetery, in order to provide sufficient time for the opening of graves, requires that all orders for funerals scheduled for Saturday or the first day of a working week be in the Cemetery Office by Noon (12:00) Friday of the preceding week. Funeral orders brought in after 12:00 Noon on Friday (or the last regular working day) can be scheduled no earlier than Noon (12:00) on Monday of the next work week.

- K. Orders Given by Telephone. The City of Casper shall not be held responsible for any order given by telephone nor for any mistake occurring from the conversation as pertaining to instructions as to particular space, size, and location where the interment is desired. Telephone instructions shall be followed immediately by written instructions from the funeral director or family, prior to the making of burial arrangements by the City.
- L. Saturday, Sunday and Holiday Burials. Saturday burials are permitted. No burial shall be permitted on Sunday or other designated legal holiday except with the express, written permission of the City Manager for religious or other reasons, or when certified by the Registrar of Vital Statistics to be necessary because of contagious disease or other extreme emergency for health reasons. All approved Saturday, Sunday and holiday burials must be scheduled to arrive in the cemetery no later than 12:00 Noon. (Legal holidays will be defined as per current City Personnel Rules affecting cemetery employees.)
- M. Funeral Corteges. It shall be required of all funeral directors that they inform those attending funeral services in any cemetery, whether or not they are arriving individually or in the funeral cortege, that they must abide by all traffic and parking regulations. No automobile shall park on the grass at any time.

Section 8 - Disinterring Bodies or Ashes

- A. The removal of the body or ashes of any deceased person, or disinterring or opening of the grave or urn of any deceased person buried in the cemetery, shall not be done except under order by the court or removal permit properly executed by the Registrar of Vital Statistics, or under order of the City Council with a removal permit properly executed by the Registrar of Vital Statistics and then only by the City and under the supervision of the City Manager, provided a fee is paid as provided herein, and a disinterment affidavit has been properly completed and filed with the cemetery office. The removal of such remains shall only be performed by City staff or persons or firms preapproved by the City Manager. Witnesses to such removal, opening, or disinterment shall not be allowed except where required by law. Provided further that such disinterments shall be done in conformity with Wyoming State Law.

- B. In cases of double traditional burials in a single grave space, no disinterment will be allowed for the lower of the two remains, unless removal is approved by the City Manager, or ordered by the courts. In the event a court order is issued, disinterment will then only be allowed with a pre-payment for additional costs associated with hiring a contractor, and/or leasing of the appropriate equipment to remove the vault from the deeper trench, in compliance with Occupational Safety and Health Act standards for workers in confined spaces. The cost of this disinterment will be the contractor's cost, plus ten percent (10%).
- C. Services Provided. The services provided in connection with disinterments include removing the remains of the deceased, the casket if any, and the burial receptacle, placing the same on top of the ground, and backfilling the empty burial space. The party responsible for removal of the disinterred remains from the cemetery grounds must do so forthwith.
- D. City not Responsible. The City shall endeavor to exercise the utmost care in carrying out a disinterment but it assumes no liability for damage to any casket, burial receptacle, the remains of the deceased, or any other property during the disinterment process.

Section 9 - Abandoned and Unoccupied Cemetery Graves.

The City of Casper reserves the right to reclaim abandoned and unoccupied cemetery graves where there has been no contact or knowledge of the owners, heirs, or assigns for more than 50 years. These graves shall be declared abandoned by giving notice served by registered mail to such owners, heirs, or assigns. If an address cannot be ascertained, a notice shall be given by publication allowing owners, heirs, or assigns 30 days in which to advise the City Manager of their identity, address, and to provide documentation establishing their legal claim. In such event, the City will not declare the graves abandoned. So long as the graves or parcels remain unsold, the owners, heirs, or assigns may reclaim them by identifying themselves and establishing their right to such graves or parcels.

Upon failure of the owners, heirs, or assigns to communicate with the City of Casper, the City Council shall, by resolution, declare such graves or parcels abandoned. Thereafter the City may resell such graves or parcels but shall place in trust an amount of money equivalent to the original selling price for such graves or parcels for payment to the owners, heirs, or assigns. Said trust fund shall be placed in legal investments and the earnings or interest therefrom shall annually be deposited to the City of Casper general fund. The owners, heirs, and assigns shall not be entitled to any interest or earnings of these monies. Money received from the resale of such graves or parcels and deposited in such trust fund may be withdrawn by the City Clerk /Treasurer and placed in the general fund if not claimed by the owners, heirs, or assigns within 25 years after being deposited.

Section 10 - Monuments and Mausoleums.

- A. General. No monument shall be placed until all space and interment fees have been paid, and a completed setting permit has been filed with the cemetery office. Any person desiring to erect a monument or other improvement upon any lot, grave, or plot in the cemetery shall do so under the supervision of the city manager and in compliance with such rules and regulations governing the same as may be adopted and in force at the time. The City of Casper reserves the right to move or remove any monument or improvement not in compliance with resolution or supervisory guidelines. All costs associated with the relocation or movement of such improvement(s) may be billed to the owner(s) by the City of Casper.
- B. Completion Bond. Any contractor, person, or firm that sets one (1) or more mausoleums, or more than five (5) vaults, tombs, or any type of memorial or planter per year must be bonded for \$10,000.00 or post a cash bond of equal amount before the City Manager will authorize erection of such. A bond of \$3,000.00 or cash bond of \$3,000.00 is required for those setting five (5) or fewer memorials, planters, plaques, etc. per year before the City Manager will authorize erection of such. All bonds must be valid for and will be retained for a period of five (5) years for mausoleums and three (3) years for all others.
- C. No right of interment owner shall erect or place or cause to be erected or placed, on any burial space(s) in the cemetery, a memorial that has not been approved by City Manager.
- D. Monument Placement. All monuments, memorials, mausoleum placements, and other improvements will be permitted and located by cemetery staff, the fee for such permit will be \$30.00. This fee is added to the grave purchase or due at the time of burial, transfer, etc., if not previously paid and no memorial is present. All monuments or headstones must be in line with surrounding monuments or headstones. Where permitted, footstones must be mounted flush with the ground. Monuments or headstones should be placed so that the name can be read from the nearest road on outline graves and from the alley on all others (this will require some monuments being placed at the foot of the grave in Section E). Areas reserved for mausoleums are Blocks 4, 5, 13, 104, and 106.

Areas requiring flush markers are Blocks 126, 128, 129, 159, 160, the area adjacent to the South Boundary fence next to Blocks 215 through 221, the roadway between Blocks 7, 8, 9, 10, and all of Lot 22, Section E. All other blocks in Highland Cemetery may use upright markers. All new areas developed in the cemetery will be designated for either "flush only" or "upright or flush" by the City Manager.

The City Manager is authorized to designate additional "flush only" blocks at any time. In flush marker areas, no upright obstacles (vases, wreathes, plantings, etc.) are allowed at any time other than the one week preceding and two weeks following Memorial Day.

- E. Mausoleums. No mausoleum may be erected without first submitting the plans and specifications to the City Manager for written approval. All plans and specifications must conform to the laws of the State of Wyoming as well as all local regulations. Foundations for

mausoleums, tombs, or vaults shall be of first class concrete poured to a depth of not less than six inches (6") below the frost line as is designated by the City Manager. Mausoleums, tombs, or vaults shall be constructed only on lots designated for that purpose by the City Manager. Placement of mausoleums in other areas may be allowed with written permission from the City Manager. The seller from whom the mausoleum is purchased is to guarantee that the stone used is of first quality and free from rust, stains, and natural faults which might cause chips or cracks to appear in the future. Guarantee shall be for a period of five years minimum.

- F. Foundations. Where foundations for markers, monuments, and other like things are installed, they should be constructed with five inches (5") extended on all sides of the base and should contain sufficient base depth (minimum four inches (4")) for the solid support of item installed. Any deviations or exceptions to these requirements must have approval of the City Manager, and must be detailed on the completed permit. Mausoleums or tomb foundations will come under the specifications for such structures.
- G. The Right to Remove. Should any monument, mausoleum, or tomb in the opinion of the City Manager become unsightly, dilapidated, or dangerous to cemetery visitors, the City Manager shall have the right, at the expense of the lot owners, either to correct the condition or to remove same. In the event a body is interred on any lot so involved, the City Manager, at his discretion, shall have the right after prior notice if such may be practically given, to remove any remains thus interred on the lots or lot and to place same in single graves to be chosen by the City Manager for temporary interment until the situation necessitating the removal is corrected. Such to be done in conformance with Wyoming Statutes.
- H. Regulations for Cemetery Work. Persons erecting monuments or doing work of any kind in the cemetery will be held responsible for any damage done by them to trees, grass, or any property and shall conform to the following:
1. Before doing work of any kind, it shall be necessary to obtain directions and consent from the City Manager, who shall have complete supervision.
 2. No person shall disturb the sod on any lot or grave or make or remove any plantings except in accordance with the rules and regulations and with the permission of the City Manager.
 3. All work shall be done as rapidly as possible and any rubbish shall be immediately removed by those responsible. No rubbish or materials of any kind shall be scattered or placed upon any other burial space.
 4. In the erection of monuments, any necessary posts, ropes, or wires shall be secured in the alleyways. No ropes or wires shall be attached to other monuments or to trees. In unloading monuments, planks shall be used where necessary to protect the grass.

- I. Cemetery Responsibility. The Cemetery will not be responsible under any circumstances for any loss or damage to any marker, monument, mausoleum, vase, or other fixture placed on any burial plot where such loss or damage shall be caused by thieves, vandals, accidents, or any act of God. Further, the City will not be responsible for mistakes made in the placement or engraving of any memorial.
- J. Prohibited Monument Materials. In the best interest and in the protection of grave owners, memorials of cement, artificial wood, tin, iron, porcelain, glass, clay, composite, plastic or any other man-made material will not be permitted to be erected in any City-owned cemetery.
- K. Agreement. Monument builders and contractors erecting any monuments, markers, memorials, foundations, and other similar things in the cemetery, must agree to do so in conformity with the cemetery requirements and in accordance with the Trade Standard of proper methods of handling and setting same. If any fault which results from any improper setting develops within five (5) years of the date of placement in the cemetery, such fault will be rectified by the builder or contractor without cost to the cemetery.
- L. Corner Posts and Stone Benches. Lot corner marker posts, benches, and other similar items used in the cemetery shall be made of monumental stone of the same kind as the monument and placed level with the grade. All such items must be set by an authorized bonded contractor or dealer.
- M. Outside Workmen. All workmen employed by outside contractors or firms are subject to the regulations of the cemetery while working within the cemetery.

Section 11 - Decorations.

- A. No person shall place upon any burial space anything other than flowers, wreaths, flags, or other temporary decorations and such receptacles except as provided in this section.
- B. The City shall not be held liable for lost, misplaced or broken decorations or flower vases or for damage caused by the elements, thieves, vandals, or by causes reasonably beyond its control. The city reserves the right to regulate the method of decorating lots and the right to regulate decoration so that a uniform beauty may be maintained.
- C. Prohibited Articles and Receptacles. Any fragile materials, tin cans, glass jars, ceramic figurines, and pottery, etc., or other temporary container that does not conform to the surroundings, are prohibited. The placing of any box, can, shell, toy, ornament, sign, plant hanger, pole or staff, card, or other similar article upon any grave shall not be permitted (without permission of the City Manager). Due to safety and maintenance concerns these decorations are limited to two (2) such items per grave space at any time, and must be placed so as not to protrude beyond the width and length of approved memorial foundations. If any of the above articles are placed on a grave not conforming to the above guidelines, or become unsightly or unkempt, the cemetery reserves the right to remove them without notice to the owner. Neither the City nor its employees shall be liable in any way for removal of any of the

above articles. No cement, gravel, stone, or brick paths, or artificial walks will be permitted. Copper, brass, aluminum, cement, marble, fiberglass, redwood, or comparable material will be acceptable for planters and vases. The cemetery reserves the right to regulate the decoration of graves to insure that beauty can be maintained and proper maintenance can take place.

- D. Rubbish Receptacles Provided. The throwing of rubbish anywhere within the cemetery is prohibited. Receptacles for waste will be located at convenient place for public use. If receptacles are not available, rubbish should be placed beside the roadway where it may be readily picked up.
- E. Erection of Fences, Copings, Hedges, Etc., Prohibited. No person shall erect a fence, coping, corner-post, hedge, or other boundary marker upon any grave, lot, or block.
- F. Potted Plants and Flowers. Potted plants will be allowed to remain as grave decoration as long as they remain in good appearance and as long as they are placed on or near the headstone and do not obstruct the general maintenance of the cemetery. Cut flowers are allowed at all times but must be in acceptable containers and will be removed when they become unsightly. The cemetery assumes no responsibility for the maintenance of private plantings and reserves the right to remove or modify these plantings at any time and for any purpose.
- G. Memorial Day Decorations. All temporary decorations and artificial flowers assembled on the grass or grave spaces shall be picked up starting two weeks after Memorial Day. These flowers and decorations will be stored for two weeks at the Cemetery Garage before being discarded. Cemetery vases and cans sold by local florists and retailers will be allowed for this two week period only. Neither the City nor its employees shall be liable in any way for removal of any of the above articles.
- H. Christmas Wreaths. Winter decorations, Christmas wreaths and grave blankets placed on graves within the cemetery may be permitted to remain from December 1 through March 1. Neither the City nor its employees shall be liable in any way for removal of any of the above articles.

Section 12 - Miscellaneous Restrictions.

- A. Improper Assemblages. The City Manager shall have the power to prevent improper assemblages and boisterous and unseemly conduct. The City Manager shall have the power to enforce all ordinances, rules, and regulations pertaining to the cemetery and to exclude from the cemetery any person or persons found in violation thereof. The City Manager shall have charge of the cemetery grounds and buildings and at all times shall have supervision and control over all persons in the cemetery.
- B. Intoxicating Substances Prohibited. The bringing of intoxicating substances into any cemetery is strictly forbidden.

- C. Children Restrictions. Children under 15 years of age will not be permitted in the cemetery unless accompanied by an adult or unless given prior permission by the City Manager.
- D. Traffic and Safety Regulations. It shall be unlawful for any person to drive at a greater speed than 15 miles per hour in the cemetery. No heavy trucks or vehicles with heavy loads will be permitted in the cemetery without first obtaining the permission of the City Manager.
- E. Damaging Cemetery Property Prohibited. The penalty for any person who shall injure, deface, or otherwise damage or remove any headstone, urn, monument, tree, shrub, flower, funeral flowers, floral pieces, vase, or other property in any cemetery shall be as provided by any applicable laws.
- F. Notices or Advertisements. No signs, notices or advertisements, other than those created by the City related to cemetery business, shall be permitted within the cemetery grounds.
- G. Noise Restrictions. During funeral services all construction, loud talking, or other activity on cemetery property that might interfere with services is prohibited.
- H. Improprieties. All persons in the cemeteries shall conduct themselves with a level of decorum appropriate to the solemnity of the purposes and uses of the cemeteries and with respect for other persons and for property within the cemeteries.
- I. Firearms. Except for firearms used in connection with the ceremonies of the military burial, none shall be permitted in the cemetery without special written consent of the City Manager.

Section 13 – Errors, Amendments, Exceptions

The City Manager shall have the right to correct any errors that may be made by him, or his employees, either in making interments, disinterments and removals, or in the description, transfer, and conveyance of any interment property. This may be done either by directing the canceling of such conveyance and substituting a conveying in lieu thereof other interment property of equal value or by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the City reserves the right to remove and transfer such remains so interred to such other property of equal value and similar locations as may be substituted in lieu thereof. The City Manager shall in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or where there has been a failure to comply with the ordinance or these rules and regulations. The City Manager shall be under no duty to recognize any protest of interment unless they are in writing and filed in the Office of the City Manager.

The City may choose, and hereby expressly reserves the right to adopt new rules or regulations or to amend, alter and/or repeal any rule, regulation, article, section, paragraph or sentence in these rules and regulations. Such new or amended rules and regulations shall be binding on the right of interment owners of all lots and burial spaces regardless of the date such right of interment owner acquired the right of interment. These rules and regulations, having been adopted by resolution of the City Council, may only be amended by adoption of a subsequent resolution.

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The City, therefore, reserves the right for the City Manager to, without notice, make exceptions, suspensions or modifications in any of these rules or regulations, when, in his/her judgment, the same appear advisable; and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application or enforcement of these rules and regulations.

BE IT FURTHER RESOLVED: That the effective date of this resolution is September 19, 2012.

BE IT FURTHER RESOLVED: That Resolution No. 04-57 is hereby rescinded.

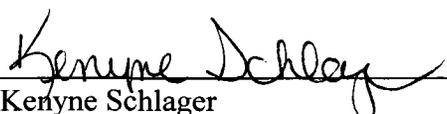
PASSED, APPROVED AND ADOPTED this 18th day of September, 2012.

ATTEST:



V. H. McDonald
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation



Kenyne Schlager
Mayor

Cemetery Comparison Pricing

Note: "NP" indicates "not permitted."

	Rapid City, SD	Grand Junction, CO	Bellevue, NE	Missoula, MT	Pocatella, ID	Cheyenne, WY	Rock Springs, WY	Gillette, WY	CASPER Proposed Pricing	Average Outside of Casper	New Casper Minus Outside Average
BURIAL CHARGES											
Adult Traditional											
Burial Fee	\$729	\$1,104	\$800	\$500	\$575	\$600	\$300	\$200	\$500	\$601	(\$101)
Evening Fee (Charged after 4:00 PM week days)	NP	NP	NP	\$500	80./HR OT	NP	NP	NP	\$100	\$500	(\$400)
Graveside Service Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Weekend and Holiday fee	\$239	\$0	\$0	\$900	\$200	\$500	\$600	\$375	\$450	\$352	\$98
Columbarium											
Burial Fee	\$0	\$445	\$225	\$700	\$315	\$200	\$175	NP	\$50	\$227	(\$177)
Evening Fee (Charged after 4:00 PM week days)	NP	NP	NP	\$700	80./HR. OT	NP	NP	NP	\$100	\$700	(\$600)
Graveside Service Fee	\$0	\$50	\$0	\$0	\$0	\$0	\$150	\$125	\$50	\$41	\$9
Weekend and Holiday fee	\$0	\$315	\$0	\$500	\$200	\$200	\$175	\$188	\$180	\$197	(\$17)
Cremains											
Burial Fee	\$278	\$445	\$450	\$350	\$315	\$200	\$175	\$25	\$200	\$280	(\$80)
Evening Fee (Charged after 4:00 PM week days)	NP	NP	NP	\$500	80./HR OT	NP	NP	NP	\$100	\$700	(\$600)
Graveside Service Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Weekend and Holiday fee	\$239	\$315	\$0	\$700	\$200	\$200	\$125	\$188	\$200	\$246	(\$46)
Additional Cremains (In Addition to Burial Fee)	NP	NP	NP	\$400	NP	\$0	NP	NP	\$75	\$200	(\$125)
Indigent Cremains											
Burial Fee									\$75		
Indigent Traditional											
Burial Fee									\$115		
Infant											
Burial Fee	\$265	\$530	\$400	\$0	\$315	\$200	\$100	\$75	\$120	\$236	(\$116)
Evening Fee (Charged after 4:00 PM week days)	NP	NP	NP	\$700	80./HR OT	NP	NP	NP	\$100	\$700	(\$600)
Graveside Service Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Weekend and Holiday fee	\$239	\$315	\$0	\$700	\$200	\$200	\$250	\$188	\$300	\$261	\$39
Extra Burial											
Bottom/Lower Remains of a double depth burial - Contractors cost, plus 10%	\$0	\$0	\$0	\$0	\$125	\$175	\$125	\$0	Contractors cost, plus 10%	\$53	
GRAVE SPACES											
Adult Traditional	\$729	\$1,290	\$749	\$700	\$940	\$825	\$450	\$75	\$600	\$720	(\$120)
Columbarium	\$0	\$0	\$0	\$0			\$1,000	\$0	\$300	\$167	\$133
Cremains	\$362	\$563	\$600	\$700	\$480	\$925	\$175	\$25	\$300	\$479	(\$179)
Indigent Cremains									\$200		
Indigent Traditional									\$340		
Infant	\$251	\$200	\$125	\$100	\$480	\$570	\$175	\$75	\$240	\$247	(\$7)
Mausoleum							\$1,000		\$1,500	\$1,000	\$500

Cemetery Comparison Pricing

	Rapid City, SD	Grand Junction, CO	Bellevue, NE	Missoula, MT	Pocatella, ID	Cheyenne, WY	Rock Springs, WY	Gillette, WY	CASPER Proposed Pricing	Average Outside of Casper	New Casper Minus Outside Average
DISINTERNMENT											
<i>Adult Traditional / Indigent Traditional / Mausoleum</i>											
Disinterment	\$2,306	\$1,258	\$555	\$600	\$1,195	\$1,000	\$1,000	NP	\$1,000	\$1,131	(\$131)
Reinterment	\$1,537	\$1,258	\$555	\$300	\$1,195	\$1,000	\$1,000	NP	\$500	\$978	(\$478)
<i>Columbarium</i>											
Disinterment									\$50		
Reinterment									\$50		
<i>Cremains / Indigent Cremains</i>											
Disinterment									\$215		
Reinterment									\$215		
<i>Infant</i>											
Disinterment	\$795	\$629	\$555	\$600	\$335	\$400	\$300	NP	\$570	\$516	\$54
Reinterment	\$530	\$629	\$555	\$300	\$335	\$400	\$300	NP	\$95	\$436	(\$341)
HEADSTONE PERMIT											
Raised Marker (up to 24")	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Raised Marker, Oversized (24" +)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100
Flush Mount Marker	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Raised Marker (any size), Plot Purchased Prior to 2015									\$30		
ADMINISTRATIVE											
Deed Transfer Fee	NP	\$110	NP	NP	NP	NP	\$20	NP	\$30	\$65	(\$35)
Recording Fee	NP	\$55	NP	NP	NP	NP	\$20	NP	\$35	\$38	(\$3)
PERPETUAL CARE - Only Applies to Plots Purchased Prior to 2012											
Infant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70	\$0	\$70
Cremains	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70	\$0	\$70
Adult Traditional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150

Highland Cemetery
Proposed Pricing - November 2014

	Current Pricing	Proposed Pricing	Price Change (\$)	Price Change (%)
BURIAL CHARGES				
Adult Traditional				
Burial Fee	\$445	\$500	\$55	12%
Evening Fee (Charged after 4:00 PM week days)	\$85	\$100	\$15	18%
Graveside Service Fee		\$50	\$50	new
Weekend and Holiday fee	\$425	\$450	\$25	6%
Columbarium				
Burial Fee		\$50	\$50	new
Evening Fee (Charged after 4:00 PM week days)		\$100	\$100	new
Graveside Service Fee		\$50	\$50	new
Weekend and Holiday fee		\$180	\$180	new
Cremains				
Burial Fee	\$105	\$200	\$95	90%
Evening Fee (Charged after 4:00 PM week days)	\$150	\$100	(\$50)	-33%
Graveside Service Fee	\$95	\$50	(\$45)	-47%
Weekend and Holiday fee	\$180	\$200	\$20	11%
Additional Cremains (In Addition to Burial Fee)	\$65	\$75	\$10	15%
Indigent Cremains				
Burial Fee	\$75	\$75	\$0	0%
Indigent Traditional				
Burial Fee	\$115	\$115	\$0	0%
Infant				
Burial Fee	\$120	\$120	\$0	0%
Evening Fee (Charged after 4:00 PM week days)	\$60	\$100	\$40	67%
Graveside Service Fee		\$50	\$50	new
Weekend and Holiday fee	\$300	\$300	\$0	0%
Extra Burial				
Bottom/Lower Remains of a double depth burial - Contractors cost, plus 10%				
GRAVE SPACES				
Adult Traditional	\$580	\$600	\$20	3%
Columbarium		\$300	\$300	new
Cremains	\$260	\$300	\$40	15%
Indigent Cremains	\$155	\$200	\$45	29%
Indigent Traditional	\$340	\$340	\$0	0%
Infant	\$240	\$240	\$0	0%
Mausoleum	\$1,270	\$1,500	\$230	18%

Highland Cemetery
Proposed Pricing - November 2014

	Current Pricing	Proposed Pricing	Price Change (\$)	Price Change (%)
DISINTERNMENT				
<i>Adult Traditional / Indigent Traditional / Mausoleum</i>				
Disinterment	\$900	\$1,000	\$100	11%
Reinterment	\$445	\$500	\$55	12%
<i>Columbarium</i>				
Disinterment		\$50	\$50	new
Reinterment		\$50	\$50	new
<i>Cremaains / Indigent Cremaains</i>				
Disinterment	\$215	\$215	\$0	0%
Reinterment	\$215	\$215	\$0	0%
<i>Infant</i>				
Disinterment	\$570	\$570	\$0	0%
Reinterment	\$95	\$95	\$0	0%
HEADSTONE PERMIT				
Raised Marker (up to 24")		\$50	\$50	new
Raised Marker, Oversized (24" +)		\$100	\$100	new
Flush Mount Marker		\$0	\$0	new
Raised Marker (any size), Plot Purchased Prior to 2015	\$30	\$30	\$0	
ADMINISTRATIVE				
Deed Transfer Fee	\$30	\$30	\$0	0%
Recording Fee	\$35	\$35	\$0	0%
PERPETUAL CARE - Only Applies to Plots Purchased Prior to 2012				
Infant	\$55	\$70	\$15	27%
Cremaains	\$55	\$70	\$15	27%
Adult Traditional	\$120	\$150	\$30	25%

Connecting Casper

MAKING OUR COMMUNITY A SAFE ENVIRONMENT FOR
BICYCLISTS AND PEDESTRIANS

Overview

- ❖ Engineering/Environment
 - ❖ Casper Area Trails, Path, and Bikeway Plan
- ❖ Enforcement
 - ❖ Casper Police Department
- ❖ Education
 - ❖ Public Awareness

Engineering/ Environment



Enforcement

- ❖ Training Police Officers
- ❖ Expanding Bicycle Patrols
- ❖ Enforcing the Rules of the Road



Education



- ❖ Bike Rodeo
- ❖ Slow Ride
- ❖ Public Service Announcements
- ❖ Bike Safety Demonstrations
- ❖ Temporary Buffer Zones

Next Steps

❖ Community Partner Meeting

❖ Strategic Planning

- ❖ Engineering/Environment
- ❖ Enforcement
- ❖ Education



January 13, 2015

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, Public Services Director
Cynthia M. Langston, Solid Waste Division Manager

SUBJECT: Recommendation to Extend Operational Hours at Casper Solid Waste Facility and
Recommendation to Modify Extra Trash Collection Routes

Staff and the Council Solid Waste Advisory Committee met on November 5, 2014 to discuss the following:

- ◆ Extending the hours of operation at the Casper solid waste facility,
- ◆ Modifying the residential extra collection routes, and
- ◆ Reviewing this fiscal year's major capital projects.

See attached Exhibit A for details related to the November 5, 2014 agenda. Recommendations from the November 5, 2014 Council Solid Waste Advisory Committee meeting were proposed for presentation at a January 2015 Council Work Session and are provided below.

Extend Hours of Operation at Casper Solid Waste Facility

In August 2014, Mr. Patterson asked staff to extend hours of operation at the Casper solid waste from 4 p.m. to 6 p.m. on Tuesdays and Thursdays through October 31, 2014. Staff initiated extended hours starting August 5, 2014 and collected data on the number of customers who visited the solid waste facility. The data are presented as Attachment A to Exhibit A. Use of the facility during the extended hours was small; however, the only advertisement was through the city's web page. Staff believes with increased advertising usage would increase. Many residential and commercial customers have expressed interest in extended hours over the last decade. Staff recommends continuing to extend the hours on Tuesday and Thursday from April through October each year for residential customers at a cost of \$2,775. Because only 2 customers out of 179 visited the facility from 5:30 p.m. to 6 p.m. staff recommends extending the hours from 4 p.m. to 5:30 p.m. In addition, staff recommends evaluating the cost to extend hours from April 1st to October 31st Monday through Friday from 4 p.m. to 5:30 p.m. for all customers during the 2015/2016 fiscal year budget.

Modify Residential Extra Collection Routes

Extra trash collection service is included in residential customers weekly trash collection cost of \$14.80 per month. In addition, residential customers receive one free pass per month to the Casper Solid Waste Facility for their \$14.80 per month. Extra trash collection occurs on the 1st & 3rd or 2nd & 4th trash collection day each month and includes collection of additional bagged garbage and larger, bulkier items like furniture. Extra trash collection service was originally incorporated into the city's trash collection services to provide collection for bulkier items that do not fit in a residential trash container and to provide extra collection for special events such as Christmas and family get-togethers.

Residential extra trash collection is used by less than five percent (5%) of our residential customers. Thursday's trash collection route is different than the rest of the city routes. One extra trash collection per month was replaced with branch collection from March to October in 2011. This change in the extra trash collection routes resulted in 48 tons per year of branches being diverted to the compost yard; a 50% reduction in extra trash tonnage per year. Because of the good results experienced with the modified extra trash collection service on the Thursday route, staff recommends modifying the residential extra collection routes throughout the city. In addition, staff recommends adding a feature to the city's web page for customers to type in their home address to get their schedule and mailing a magnet to each residential customer's home with their extra collection schedule. The cost to add the feature to the city's web page and mail magnets would be a one (1) time cost of approximately \$30,000.

Review this Fiscal Year's Major Capital Projects

- ◆ Line Landfill Cell Number 3 and possibly Landfill Cell Number 4: \$2,750,000 budgeted.
- ◆ Installation of Landfill Gas Collection and Control System (GCCS) as a remedy to reduce contaminants of concern from the groundwater below the closed balefill; \$2,227,500 budgeted. State landfill grant program to reimburse up to 100% of the cost for landfill remediation.

Staff has proposed to the Wyoming Department of Environmental Quality (WDEQ) to also include in its landfill remediation groundwater remedy phytoremediation near the North Platte River to cleanup any remaining groundwater contamination before reaching the river and capping the 1960's area of the old closed landfill South of Metro Road.

- ◆ Asphalt improvements to 4.6 acres of the Casper Transfer Station Compost Yard; \$450,000 budgeted this fiscal year. Expanding the capacity of the compost yard by five (5) acres is planned for fiscal year 2015/2016. See Exhibit B.

In summary, staff recommends extending the hours of operation at the Casper Solid Waste Facility for residential customers and evaluating the costs for extending hours for all customers during next year's budget preparation. In addition, staff recommends modifying residential extra collection routes to consist of one monthly trash collection and one monthly branch collection from March through October each year. By city ordinance, the city manager is authorized to set hours of operation for the solid waste facility and there is no city ordinance related to extra trash collection.

ATTACHMENT A

TUESDAY & THURSDAY CUSTOMER COUNTS AT CASPER SOLID WASTE FACILITY

**Between 4 pm and 6 pm
From 8/5/14 to 10/30/14**

DATE	Garbage					Recycling	Electronics	Branches	Grass	Bikes	Total Number of Customers	Customer Arrived Between 4 and 5 pm	Customer Arrived Between 5 and 5:30 pm	Customer Arrived Between 5:30 and 6 pm
	Natrona County	Casper	Mills	Evansville	Bar Nunn									
8/5/2014	2	2	1			1			1	1	8	7	1	0
8/7/2014	1	4				2	1	2	1		11	8	3	0
8/12/2014		4	1					10			15	14	1	0
8/14/2014	1	1				2		8			12	10	2	0
8/19/2014		5	1					2	1		9	7	2	0
8/21/2014	1	2	1		1						5	4	1	0
8/26/2014		5	1			1		3			10	6	3	1
8/28/2014	3	2						5			10	10	0	0
9/2/2014	2	2						1			5	3	2	0
9/4/2014		3									3	3	0	0
9/9/2014		1	1					1			3	2	1	0
9/11/2014					1						1	1	0	0
9/16/2014	2	4			1			2			9	5	4	0
9/18/2014	1	4				1	1	4	1		12	10	2	0
9/23/2014		2						2			4	2	2	0
9/25/2014	2	3	2	1		1		2			11	10	1	0
9/30/2014		1									1	0	1	0
10/2/2014	1	3						1			5	4	1	0
10/7/2014	2	3		1				2			8	5	3	0
10/9/2014		2		1	1	1		1			6	5	1	0
10/14/2014		2	1	1				1	1		5	5	0	0
10/16/2014		1				1		1			3	2	1	0
10/21/2014	3	2						3			8	6	2	0
10/23/2014	1	1									2	1	1	0
10/28/2014	1	4									5	3	2	0
10/30/2014	1	4			1			2			8	5	2	1
Subtotals	24	67	9	5	4	10	2	53	4	1	179	138	39	2
TOTALS										179				

Total Revenue \$1,635

- Notes:**
- 1) Only the transfer station was open for residential customers and the animal cell & special waste facility were not open. We had several residential customers with paint and hazardous wastes to drop off and we had a 3 customers who had animal carcasses.
 - 2) We had several commercial customers who expressed interest in extending hours to 5 p.m.

EXHIBIT A

COUNCIL SOLID WASTE COMMITTEE MEETING

November 5, 2014, 8 a.m.

City Manager's Meeting Room

Casper City Hall

AGENDA

1. EXTENDED HOURS PARTICIPATION AT CASPER SOLID WASTE FACILITY.

A. Review Attachment A, Number Counts of Customers Arriving at Casper Solid Waste Facility from 4 to 6 pm on Tuesday and Thursdays from August 5, 2014 through October 30, 2014.

B. Recommend Continuing Extending Hours of Operation in the future from April through October. Options to Consider for Extended Hours from April through October:

1. Continue Tues. and Thurs. from 4 pm to 6 pm; PT labor costs of \$5,880 with \$1,635 revenues (\$4,245 total cost)
2. Continue Tues. and Thurs. from 4 pm to 5:30 pm; PT labor costs of \$4,410 with \$1,635 revenues (\$2,775 total cost)
3. Extend Hours Mon. through Fri. from 4 pm to 6 pm; PT labor costs of \$14,700 with \$1,635 revenues (\$13,065 total cost)
4. Extend Hours Mon. through Fri. from 4 to 5:30 pm; PT labor costs of \$11,025 with \$1,635 revenues (\$9,390 total cost)

Staff recommends option number 2 and consider opening to commercial customers July 1, 2015 during budget preparation for fiscal year 2015/2016.

2. MAJOR CAPITAL LANDFILL CONSTRUCTION PROJECTS PLANNED THIS FISCAL YEAR

A. Line Landfill Cell Number 3 and possibly Landfill Cell Number 4: \$2,750,000 budgeted.

B. Installation of Landfill Gas Collection and Control System (GCCS) as a remedy to reduce contaminants of concern from the groundwater below the closed balefill; \$2,227,500 budgeted. *State landfill grant program to reimburse up to 100% of the cost for landfill remediation.*

C. Asphalt improvements to 4.6 acres at the Casper Transfer Station Compost Yard; \$450,000 budgeted. In fiscal year 2016, expanding the compost yard by 5.0 acres is proposed for an estimated cost of \$1,500,000.

3. PROPOSED CHANGES TO RESIDENTIAL EXTRA COLLECTION ROUTES

A. Continue status quo. Extra trash collection service is included in residential customers weekly trash collection cost of \$14.80 per month. In addition, residential customers receive one free pass per month to the Casper Solid Waste Facility for their \$14.80 per month. Extra Trash Collection occurs on the 1st & 3rd or 2nd & 4th trash collection day each month and includes collection of additional bagged garbage and larger, bulkier items like furniture. Residential

extra trash collection is used by less than five percent (5%) of our residential customers. Thursday's trash collection route is different than the rest of the city routes and replaced once a month extra trash collection with once a month branch collection from March to October in 2011. In 2011, staff mailed residential customers with weekly Thursday trash collection a magnet with the extra collection schedule. The cost to send customers on the Thursday trash collection a magnet with their collection times was \$4,800. An example of the magnet for Thursday trash collection customers follows:

**Your City of Casper extra collection pickup day is the
1st and 3rd Thursdays of the month**

Extra Collection Schedule					
Dec- Jan	1 st	Trash	Mar- Oct	1 st	Branches
	3 rd	Trash		3 rd	Trash
Feb	1 st	Trash	Nov	1 st	Leaves
	3 rd	No pick up		3 rd	Leaves

Questions? Visit www.casperwy.gov or call (307)235-8246

- B. The other scheduling option for extra collection would be to change the schedule to every other week versus 1st and 3rd or 2nd and 4th trash collection day each month. This option is not desirable to staff because we would lose the extra days in the month that we clean alleys and every other week servicing would have similar customer communication issues. The city of Cheyenne collects residential recyclable material every other week and publishes a schedule each year and mails it to all its residential customers for an approximate annual cost of \$20,000.
- C. Change extra collection schedule so the entire city has branch collection included like Thursday trash collection customers. In other words, change extra trash collection from twice a month to once a month and add once a month branch collection from March through October. Add a feature on the city's web page for customers to type in their home address to get their schedule and mail all customers a magnet with their extra collection schedule for a one-time cost of \$24,000.
- D. Consider changing extra collection to be a curbside collection service only so customers with alley trash collection discontinue setting tree branches and extra garbage in the alleys. Managing trash collection and illegal dumping in alleys is the city's most challenging solid waste management issues. Staff believes if we provided extra collection only as a curbside service this management change would help reduce illegal dumping in alleys.

Staff recommends alternatives C and D be implemented in 2015.

4. OTHER:

- A. Proposal to be developed to have customers use biodegradable bags for November 2015 leaf collection.
- B. Baler update.
- C. Spring 2015 construction & demolition project rate changes; \$26 per ton for construction & demolition wastes in unlined landfill cell, \$46 per ton for wastes that are baleable, and \$96 per ton for wastes in lined landfill cell.

Existing
Composting
Area

4.6 Acres

Existing
Compost
Yard

5.2 Acres

Proposed
Compost
Yard
Addition

5.0 Acres

Station Rd

Mero Rd

© 2014 Google

Google earth

1994

Imagery Date: 8/17/2012 42°52'30.28" N 106°17'01.65" W elev 5131 ft eye alt 7264 ft

December 8, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Wallace E. Trembath, Assistant City Attorney W.T.

SUBJECT: Amendment to Casper Municipal Code Section 17.12.240(E), conditional use permits, petition procedure and hearing procedure

Recommendation:

That Council, by ordinance, amend Section 17.12.240(E) of the Casper Municipal Code, pertaining to voting by a majority of the commission.

Summary:

The planning and zoning commission consists of seven members. A quorum of four commissioners is required to conduct its monthly meeting. When five or fewer members are present for a meeting, Casper Municipal Code Section 17.12.240(E) (the "Code Section") may conflict with both Wyoming Statute § 15-1-608(c) (the "Statute") and the Planning and Zoning Commission Rules -- Chapter 3, Section 3, Paragraph E. 12 (the "Rules").

The Statute requires that a majority of the Commissioners decide in favor of an application to pass it. Since the Commission has seven members, four would be required to pass an item. The rules also require four affirmative votes to pass any item.

On the other hand, the Code Section allows for merely a "majority of the members of the commission present" to pass an item. So, if only four or five commissioners attend a meeting, presumably three members present could pass a conditional use permit. In that case, the Statute would take precedence over the Code Section, and four votes would still be required.

An ordinance to bring Section 17.12.240(E) of the Casper Municipal Code in sync with the Statute (which would take precedence over the code section in any event) and the Rules has been prepared for Council's consideration.

ORDINANCE NO. _____

AN ORDINANCE AMENDING A CERTAIN SECTION OF
CHAPTER 17.20.240 OF THE CASPER MUNICIPAL CODE
PERTAINING TO CONDITIONAL USE PERMITS, PETITION
PROCEDURE AND HEARING PROCEDURE

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

Section 1:

That paragraph E. of Section 17.12.240 of the Casper Municipal Code shall be amended to read as follows:

- E. The commission shall proceed with the public hearing on the application in a manner prescribed above, and following the hearing and upon affirmative vote of a majority of the members of the commission ~~present~~, the commission shall grant the conditional use and direct that permit to be issued under such terms and conditions as determined by the commission.”

PASSED on first reading this ___ day of _____, 2015.

PASSED on second reading this ___ day of _____, 2015.

PASSED, APPROVED AND ADOPTED on third and final reading on this ___ day of _____, 2015.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V.H. McDonald
City Clerk

Mayor

January 9, 2015

MEMO TO: His Honor, The Mayor, and Members of City Council

FROM: John C. Patterson, City Manager 

SUBJECT: One Cent #14 Unallocated Funds

Synopsis:

A discussion about the process to determine the expenditure of One Cent #14 Unallocated Funds is necessary.

Background:

It is estimated that close to \$24 million in unallocated funds will be available at the conclusion of this funding cycle, March 31, 2015. It is vital that these be spent in conformance with the desires of the public. Historically, Council has allocated 18% of funds to other agencies. The past Council decided to do this with unallocated funds through an open process with ¼ distributed yearly. Hence, approximately \$4 million would be allocated or \$1 million each year.

Furthermore, it has been custom to place a portion into the Perpetual Care Fund. With the \$3 million from One Cent #15 already budgeted, an addition of \$3 million from unallocated #14 would bring the total to \$40 million by the end of the One Cent #15 period.

One Cent #15 is funding many projects from the Capital Projects list (see attached). There are two projects yet to be funded from the Capital Plan that are of a pressing need. The first is a new lodge at Hogadon budgeted at \$6 million. The second is a storage building at the Event Center budgeted at \$500,000. The funding of these projects, along with the Perpetual Care infusion and the 4-year plan (\$1 million each year), would leave more than \$10 million in reserve. This reserve could be held until some future pressing need arises.

Recommendation:

Discuss the process to determine the disposition of the One Cent #14 Unallocated Funds.

RESOLUTION _____

A RESOLUTION ADOPTING PRIORITIES FOR USE OF THE OPTIONAL 1%#15 SALES TAX AND COMMITTING SALES TAX FUNDS TO SAID PRIORITIES.

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

That the following projects and programs to be funded by the Optional 1%#15 Sales Tax are hereby approved.

<u>Priorities</u>	<u>Amount</u>
1. Water and Sewer	\$7,000,000
2. Fire/EMS	\$8,550,000
• Fire Station #6 Replacement - \$4,000,000	
• Brush Truck Replacement - \$300,000	
• Vehicle Replacement - \$150,000	
• Miscellaneous Equipment - \$100,000	
• Fire Station #5 Replacement - \$4,000,000	
3. Street Repair	\$22,000,000
• Vehicle/Equipment Replacement - \$2,400,000 (\$600,000/yr)	
• Ft. Caspar Neighborhood Phase III - \$6,000,000	
• Poplar Street (1-25 to First Street – Local Match) - \$800,000	
• Collectors and Arterials - \$10,000,000 (\$2,500,000/yr)	
• Residential Streets - \$2,400,000 (\$600,000/yr)	
• Traffic System Improvements - \$400,000	
4. Police	\$3,450,000
• Vehicle/Equipment Replacement - \$2,000,000 (\$500,000/yr)	
• Technology Improvements - \$1,000,000 (\$250,000/yr)	
• Upgrade to Communication System - \$450,000	
5. Senior Citizen Services	\$2,400,000
• Improved Walkability (Sidewalks/Trails) - \$1,200,000 (\$300,000/yr)	
• Lazy River Addition to Outdoor Pool - \$400,000	
• Public Transportation (CATC) - \$800,000 (\$200,000/yr)	
6. Parks, Playgrounds, Trails & Outdoor Sports Facilities	\$2,400,000
• Irrigation System Improvements - \$500,000	
• Playground Equipment/Amenities - \$500,000	
• Equipment Replacement - \$400,000 (\$100,000/yr)	
• Parking Lot Improvements - \$1,000,000	

7. Flood Control and River Restoration	\$2,000,000
• Platte River Revival - \$1,000,000	
• Stormwater Project - \$1,000,000	
8. 1% Operation Support and Maintenance Savings Account (\$750,000/yr)	\$3,000,000
9. Swimming and Recreation	\$7,200,000
• Mike Sedar Pool - \$4,000,000	
• Casper Ice Arena Refrigeration System Replacement- \$1,200,000	
• Hogadon Maintenance Building - \$800,000	
• Swimming Fee Subsidy - \$1,200,000	
10. Public Building Repairs	\$2,000,000
• Roof Replacements - \$500,000 (City Hall; Recreation Center; Fire Station #1; Ft. Caspar Museum)	
• Service Center Crane Replacement - \$500,000	
• CEC Chiller Replacement - \$1,000,000	
 SUB-TOTAL	 \$60,000,000
• Community Projects*	\$8,000,000
 TOTAL	 \$68,000,000

*\$8,000,000 To be allocated after reviewing proposals submitted by individuals and community groups. Groups that have traditionally received allocations from the Optional One Percent Sales Tax include Natrona County Public Library; Community Action Partnership; Platte River Parkway; Central Wyoming Senior Services, Inc.; Casper Youth Baseball; and miscellaneous groups and organizations.

BE IT FURTHER RESOLVED: That should the voters of Natrona County approve the Optional One Percent Sales Tax, all such monies received shall be set asides exclusively for the completion of said priority projects. Excess tax receipts and funds not utilized for recommended projects, if any, should be utilized for capital projects and perpetual care consistent with past One Percent Optional Sales Tax projects, to be determined by the Casper City Council, after a public hearing.

PASSED, APPROVED AND ADOPTED this 5th day of August, 2014.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Paul L. Meyer
Mayor

January 9, 2015

MEMO TO: His Honor, The Mayor, and Members of City Council

FROM: John C. Patterson, City Manager 

SUBJECT: Off Site Planning Meeting

Synopsis:

Corporate off-site planning meetings, whether in the public or private sector, are beneficial to building team cohesion and in planning the future. Many of our current Council, including those newly-elected, have expressed a desire to go off-site to plan and prepare for this new council term.

Background:

A skilled consultant without local connections or conflicts is prepared to assist Council in building communication and team models as well as assisting in strategic planning. The Event Center is scheduled on February 2nd and 3rd to accomplish these goals. The 8:00 – 5:00 format minimizes costs and allows concentrated effort.

The proposal is attached. There is additional reading material I will forward once Council decides to move forward.

Recommendation:

Approve the process and attend the off-site planning meeting.

City of Casper

Group Dynamics & Strategic-Planning Session

Executive summary

A key approach to my facilitation of planning sessions is customization. My sessions are not canned but based on pre-session work (interviews and/or surveys) designed to help me understand context issues and desired results for the session. In addition, a skill I bring to my sessions is flexibility, having the ability to quickly determine the best course of action based on the goals and discussions and then to guide the group in areas that are truly relevant and/or energizing.

I also have a passion to help maximize the success and satisfaction of groups and individuals.

Three philosophies that drive my success as a facilitator are:

1. **Clarity brings power.** I have created communication models that bring home this truth, which results in groups having more open, creative and courageous conversation than ever before about relevant and/or difficult issues.
2. **The best answers are those the team creates themselves** (rather than having an outsider come in to tell them the answers).
3. **Less is more** when it comes to high-level strategic planning, which is appreciated by my board-member and manager clients.

I use my professional writing skills to produce memorable one-page handouts relevant to specific discussions and also send out concise session summaries within two or three working days after the session.

Situation

According to communications with City Manager John Patterson, the assignment would include a day of working on group dynamics (including addressing conflict) and a day on strategic planning. I have helped clients many times in both of those areas and provided some references to Mr. Patterson earlier.

Purpose of my involvement

My primary responsibility would be to guide the session conversations toward specific and agreed-upon desired outcomes while interjecting any thoughts or models along the way that would help add value to the session. As stated above, another role I play is to push for and ensure clarity throughout the session.

Over my 23 years of independent consulting I have also developed ways to help Boards and Leadership Teams become more cohesive, healthy groups. Regarding conflict, I believe that it is normal but - what is not normal is for a group to intelligently and courageously address conflict in new and effective ways. Positive movement in this area can be beneficial for the Council, for the organization and for the citizens. In terms of

strategic planning, my “less-is-more approach” creates excitement and clarity on a few key items while recognizing a billion things will happen in the coming months and years. It is the Council’s role, from a 30,000-foot perspective, to determine those key items that deserve special attention.

Once I receive online survey input back from Council members I will have even more clarity about how I can add value through my facilitation.

As a published author, award-winning journalist and award-winning Hewlett-Packard communications manager, I also make sure my client groups have a clear and strategic post-session communication plan in place before we leave.

Potential Steps/Deliverables for this effort

1. Create and analyze a short online survey to garner more input from Council members about context issues and desired results for the session. I would summarize survey results but without noting who said what.
2. Prepare for and facilitate the 2-day session.
3. Write a facilitator’s summary (sent by email approximately two or three business days after the session).

Fee proposal

- Steps 1-3: \$4,99500 (plus 2 nights of lodging)

Final thoughts

Author W.H. Auden wrote, “You owe it to us all to get on with what you’re good at.” A healthy group dynamic and a concise and exciting strategic plan can be powerful elements of a Council that is clicking individually and collectively. I would welcome a chance to help this group of leaders get on with good things for Casper and its citizens.

Submitted Jan. 6, 2015

Unleashing the power of team & the power of one

Leader’s Edge
Consulting, Inc.

**Gregg Piburn * 970-227-1371 * gp@leadersedgeconsulting.com
<http://www.leadersedgeconsulting.com>**