

**Meeting Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**December 10, 2018, 5:15 pm, Recycling Center**

**Call to Order:** 5:15 by Bill

**Board Members Present:** Chairman Bill Ostheimer, Member Phil Gonzales, Secretary Dean Knauer, Forman Don Verger, Treasurer Marv Majerus, and Vice-Chairman Julia Bettinger.

**Visitors:** None

**Review and approval of Agenda:** Julia motioned to accept the agenda, Marv seconded, motion carried.

**Review and approval of November 12, 2018 minutes including the October 2018 Treasurer's Report.** Julia motioned to approve the November 12, 2018 minutes and October 2018 Treasurer's Report, Marv seconded, motion carried.

**Treasurer's Report for November 2018 Discussion:** Monthly outflow was higher than average because of shipping costs for glass. Three loads of glass were shipped. Now there are 5 loads of glass that have not been reimbursed. Need budget projection so the 1 percent budget request can be written. See below for a copy of the November 2018 Treasurer's report.

**Foreman's Report:** Don negotiated a good price on aluminum. Hired a part-time employee.

**New Business:**

1. Update Recycle Center Consumer Information (see below for outdated text).

**Old Business:**

1. Work on yearly 1 percent funding request. Due February unless changed. Next year funding requests will be approved by the County and the City and not by the 1 percent committee.
2. Status of adding additional covered storage. Tabled.
2. Union Congregational Church would like recognize the work of the Recycling Center. Visitors will be Kathleen McPhee (217-1455 and others. Dean is the contact. Tabled.
3. Discuss meeting date and agenda between Solid Waste District, City of Kaycee, Commissioners, City of Buffalo, Clear Creek Conservation District & Powder River Conservation District. General theme: What should Johnson County Recycling look like in the future? At March's meeting it was discussed that this meeting might best be held after the Recycling Board talks individually to the Clear Creek Conservation Board and the Solid Waste Board. Bill will reach out to all entities and set up a meeting date. No updates.
4. Update the Recycling Board webpage on the County webpage. Dean. Got input from Board members & Don.
5. Update on Policies and Standard Operating Procedures. Bill. Tabled.
6. List of safety items to be addressed. (See list below)
7. Review and update Jobs to be Done List. (See List below)
8. Forklift service and certification: The forklift has been serviced. The Anderson Forklift, Inc. inspector left a list of suggested repairs. See below for list of items to be replaced/repaired and costs. Have the seat reupholstered, repair inoperable horn and tires will need to be replaced in the future. Staff have been recertified to operate the forklift.

**Other Business:**

1. Dean submitted his letters of intention to the County Commissioners and the City Council to be reappointed to the Board for another 3 years.

**Next Meeting (date, place and time):** Recycle Center, January 14, 2019 at 5:15 pm

**Meeting Adjourned:** 5:40 pm

**Minutes submitted by and date:** Secretary Dean Knauer, January 5, 2019

**LIST OF JOBS TO BE DONE**

Construct/purchase/add additional dry storage building or enlarge existing building to store bales of recycled material and unused Gaylords.

January 2016: Commissioners Hicks and Greenough believe the time is right for the board to start planning to bring a permanent district to the ballot in the next few years to help finance solid waste and recycle efforts in Buffalo and Kaycee. Need further information (strategy or plan) before discussion can commence.

Purchase a scale when needed and affordable.

Funding sources for the Recycling Center?

Recycle Center Security plan.

Write Board by-laws.

Update County Web Site yearly or as needed.

Follow-up on outreach opportunities with radio stations and Buffalo Bulletin.

Grant possibility (Hawthorn Foundation)

Buffalo Follow-up Community Assessment, May 2011 (Curb side pickup of recyclables).

## **LIST OF SAFETY ITEMS TO BE ADDRESSED**

1. Employees should attend general safety training.
2. Continue holding monthly safety meetings and document.
3. Preventive Maintenance Vehicle Inspection Report Form program to be started.
4. Employees are responsible to instruct visitors to stand clear of bailers and other equipment.

## **REMINDER LIST**

1. Monthly: Hold monthly safety meetings with all staff in attendance and document.
2. Yearly: Join the Wyoming Solid Waste and Recycling Association and send someone to the yearly meeting.
3. Jan Meeting: Election of officers, determine where to do banking business and advertising.
4. Jan 2019: Work on yearly 1 percent funding request. Due February unless changed.
5. January: Get fire extinguishers checked.
6. March: Coordinate with the City and County regarding recycling options during the Johnson County cleanup days during May.
7. March: Coordinate Hazardous Waste Day with CCCD.
8. April: Update the Recycling Board webpage on the County webpage.
9. June: Pay scale will be evaluated each June to determine raises and cost of living increases. Increases will be effective July 1.
10. July: Recertify employees on forklift (Anderson Forklift).
11. July: Have forklift inspected and serviced (Anderson Forklift).

### **Board Member Year of Appointment**

**Members are Appointed for 3 Year Terms**

**Appointments Generally Begin February 1 and End January 31**

Julia Bettinger, City, 2018

Marv Majerus, County, 2018

Dean Knauer, Joint City and County, 2016

Bill Ostheimer, City, 2017

Phil Gonzales, County, 2017

# **Buffalo-Johnson County Recycling Center**

**Revised May 22, 2016**

The Recycling Center, located at 550 Butte Street, Buffalo, (behind the Days Inn Motel and west of Ace Hardware) is open 24 hours a day, 7 days a week for recycled items to be dropped off. Please call 217-0320 from 8 am to 4 pm weekdays for recycling questions. Call the Recycling Center prior to bringing large amounts of recycling material. If you have a question when you are at the Recycle Center, please ask the Center staff. You may also email the Center with your questions or suggestions: [pgonzales@johnsoncwy.us](mailto:pgonzales@johnsoncwy.us)

The Recycling Center Joint Powers Board meets the second Monday of the month at 5:15 pm at the Recycling Center. Visitors and suggestions are welcome. Please contact Dean Knauer ([dknauer@johnsoncwy.us](mailto:dknauer@johnsoncwy.us)) to be placed on the agenda.

Please note we have listed a few items below that can not be accepted, since we do not have a recycling outlet to send them to. Check the bulletin board mounted on the front of the building, for recycling item updates.

Check back often because we may be taking additional items or we may have to stop taking an item if we do not have a recycling outlet to ship it to.

Thank you for your support of the Recycling Center. Without you we would not be able to recycle the wide variety of items we have listed below. You are also contributing toward keeping around 1,300,000 pounds of material from being placed in the County Landfill yearly.

### **The following items can be dropped off to be recycled.**

**Plastics:** Plastic bags, bottles, plastic cups and glasses, milk jugs, bubblewrap, shrinkwrap, plastic sheeting or similar items. We take any plastic item with a recycle logo numbered 1 thru 7, but prefer to take only 1 and 2 plastics and film (plastic bags, bread sacks and similar). Please remove plastic caps from containers, rinse and remove all metal. You can help our processing efficiency by bagging all of your plastic bags and film together and separating your number 1 and 2 plastics and put in separate plastic bags. We do take plastic oil containers if they have been thoroughly drained. We do not take chemical containers; please dispose of these items properly.

We are accepting PVC and HDPE pipe, reinforced nylon tarps, and plastic twine commonly used when bailing hay. Please stop by the Center to get storage bags. Please cut all pipe into 3 ft lengths and place plastic twine in a separate bag.

**Cans:** Please rinse and separate aluminum cans from tin and steel cans. Place metal lids (from glass jars and cans) with the tin and steel cans. Place aluminum foil in the can by the aluminum drop-off window. Use a magnet to determine if some cans with white linings are aluminum or steel. We are accepting oil cans if they are thoroughly drained. We do not accept chemical containers and propane tanks; please dispose of these items properly.

**Glass:** Food jars, canning jars and drink bottles, regardless of color. Please rinse jars. Remove metal lids and place them with the tin and steel recycling products. Place glass in the blue metal bins located in front of the building. We do not accept corks. We are not accepting chemical containers or windows or mirrors; please dispose of these items properly.

**Cardboard:** Corrugated, paperboard (like cereal boxes, shoe boxes and other lightweight boxes), egg cartons, cardboard tubing or similar. To help us recycle these items faster, place small paperboard containers and tubing in larger cardboard boxes before dropping them off. We are not accepting waxed containers like paper milk cartons or similar.

**Paper:** School and office paper, newspapers, catalogs, magazines, telephone books, and junk mail. Christmas and other wrapping paper are being taken during December and January. Place wrapping paper in sacks before dropping off. Note that single bags of shredded paper can be dropped off daily. However, we ask that businesses with large numbers of bags, please drop them off the first Thursday of each month.

**Books:** Hard and soft-cover books. There is a separate opening in the front of the building.

**Styrofoam:** Hard and soft Styrofoam used as packing and used for food products such as plates and cups. Clean and remove all tape, paper, shrink wrap, etc before depositing. Packing peanuts are accepted if they are placed in closed bags. We are not accepting blown-in or sprayed Styrofoam.

**Electronic Waste and E-Waste:** Anything that runs on electricity or uses batteries, except large appliances. Typical items are cell phones, chargers, radios, small TV's and microwaves, cameras, computers, printers, small appliances or similar, Christmas lights and electrical cords and wire. These items are taken year round. Place these items on wooden pallets in front of the Recycle Center.

**Textiles and Clothing:** Any condition, but please clean. Clothing, sheets, towels, tablecloths, blankets, curtains, sleeping bags, socks and undergarments. Paired or single shoes or boots. Place these items in the large boxes in front of the Recycling Center.

**Batteries:** Sealed household batteries including AAA, AA, C, D, 9 volt, watch, hearing aid or similar batteries.

Recycle lead acid vehicle batteries at local businesses that handle these items.

**Printer Ink Cartridges:** Place these in the Battery drop-off window.

**Car Seats:** We are accepting car seats. Please place in front of the Recycle Center.

**We Do Not Accept:** Refrigerators, air conditioners, large appliances or similar, light bulbs, purses, wallets, backpacks, totes, suitcases, belts, stuffed animals, baseball caps, toys, puzzles, board games, pots and pans, silverware, vases, ceramics, dinnerware, window glass or mirrors, vehicle parts, mattresses, furniture, blown-in or sprayed Styrofoam, non-drained oil containers, chemical containers (either plastic or cans), propane containers, waxed containers like paper milk cartons or similar and vehicle batteries. Please dispose of these items properly.

**Thank you for Recycling; it is the right thing to do. It extends the life of our landfill and it reduces the need to use limited natural resources to manufacture new products.**

**REDUCE, REUSE, RECYCLE.**

# **ANDERSON**

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# **FORKLIFT, INC.**

## **ESTIMATE**

**TO:** BUFFALO-JOHNSON COUNTY RECYCLING  
CENTER  
550 BUTTE ST  
BUFFALO, WY 82834  
**ATTN:** DON VERGER

**DATE** 11/20/2018

**ESTIMATE #** 2197

QUANTITY	DESCRIPTION	PRICE EACH	TOTAL
	TOYOTA M# 42-6FGU25 s/n 69273		
	DISCREPANCIES FOUND ON PM SERVICE. - SEAT, TIRES, HORN		
2	600X9 TIRE TRACTION	261.43	522.86T
2	SOLID 700X12 5" TR MAG TIRE	428.83	857.66T
1	SEAT-VINYL SUSPENSION	874.12	874.12T
1	SHIPPING & HANDLING	100.00	100.00
-1	SET OF PNEUMATIC TIRES	300.00	300.00T
1	HORN BUTTON	17.82	17.82T
1	CUP-HORN	36.45	36.45T
1	SPRING-HORN CONTACTS	11.34	11.34T
1	PLATE-HORN CONTACT	14.01	14.01T
5	SCREW	2.27	11.35T
1	HORN 110DB 12V 3 INCH DIAMETER	16.20	16.20T
5	LABOR	104.00	520.00T
1	SHOP SUPPLIES	30.00	30.00T
	TRAVEL TIME IS NOT INCLUDED IN THIS ESTIMATE. IF APPROVED WE WILL WORK THIS INTO A TRIP TO KEEP YOUR TRAVEL EXPENSES DOWN.		
	Sales Tax	5.00%	130.59
<b>TOTAL PRICE</b>			<b>\$2,842.40</b>

THIS IS ONLY AN ESTIMATE AND DOES NOT COVER ANY DAMAGE THAT MAY BE DISCOVERED UPON DISASSEMBLY.

Accepted By: \_\_\_\_\_

Estimate Offered By: Glenn Hufnagel / Service Manager

P.O. Number \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURE REPORT NOVEMBER 2018

PO Box 400  
Buffalo WY 82834

Date 11/30/18 Page 1 of 2  
ACCOUNT NUMBER 806862  
ENCLOSURES 18

1160083

BUFFALO JOHNSON CO RECYCLING JPB  
550 BUTTE ST  
BUFFALO WY 82834

### Checking Account

BUSINESS INTEREST CHECKING	NUMBER OF ENCLOSURES	18
ACCOUNT NUMBER	806862	Statement Dates 11/01/18 thru 11/30/18
PREVIOUS BALANCE	89,859.12	DAYS IN THE STATEMENT PERIOD 30
1 DEPOSITS/CREDITS	820.40	AVERAGE LEDGER 80,345
19 CHECKS/DEBITS	15,666.76	AVERAGE COLLECTED 80,345
SERVICE CHARGE	.00	Interest Earned 3.51
INTEREST PAID	3.51	Annual Percentage Yield Earned 0.05%
ENDING BALANCE	75,016.27	2018 Interest Paid 28.02

### ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 11/01	DDA REGULAR DEPOSIT	820.40 CR	90,679.52
2 11/01	DDA DEBIT MEMO 4242	362.95-	90,316.57
3 11/02	DDA CHECK # 4245	146.31-	90,170.26
4 11/02	DDA CHECK # 4241	1,133.35-	89,036.91
5 11/05	DDA CHECK # 4243	341.40-	88,695.51
6 11/05	DDA CHECK # 4240	1,970.09-	86,725.42
7 11/06	DDA CHECK # 4246	977.54-	85,747.88
8 11/06	DDA CHECK # 4244	776.21-	84,971.67
9 11/07	DDA CHECK # 4247	116.25-	84,855.42
10 11/08	USATAXPYMT IRS 3387702000 11/08/18 ID #-270871261991348	1,993.82-	82,861.60
	TRACE #-061036010003094		
11 11/13	Payment Rocky Mtn Power 1930246090 11/13/18 CHECK#-4248 TRACE #-042000010389876	86.40-	82,775.20
12 11/13	DDA CHECK # 4251	187.51-	82,587.69
13 11/14	DDA CHECK # 4237	45.00-	82,542.69
14 11/15	DDA CHECK # 4250	1,200.00-	81,342.69
15 11/15	DDA CHECK # 4249	2,400.00-	78,942.69
16 11/16	DDA DEBIT MEMO 4254	262.06-	78,680.63
17 11/19	DDA CHECK # 4257	282.99-	78,397.64
18 11/19	DDA CHECK # 4256	542.56-	77,855.08
19 11/19	DDA CHECK # 4253	1,028.07-	76,827.01
20 11/20	DDA CHECK # 4252	1,814.25-	75,012.76
21 11/30	INTEREST PAID 30 DAYS	3.51 IN	75,016.27

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
<b>Beginning Balance</b>	\$ 26,581.31	\$ 14,050.69	\$ 60,339.62	\$ 98,333.21	\$ 89,859.12								\$ 114,897.64
<b>Ending Balance</b>	\$ 14,050.69	\$ 60,339.62	\$ 98,333.21	\$ 89,859.12	\$ 75,016.27								\$ 66,462.68
<b>Difference</b>	\$ 12,530.62	\$ (46,288.93)	\$ (37,993.59)	\$ 8,474.09	\$ 14,842.85								\$ 48,434.96
	July	August	September	October	November	December	January	February	March	April	May	June	YEAR TO DATE
<b>Income</b>	\$ 513.76	\$ 60,413.31	\$ 50,076.40	\$ 3,070.26	\$ 823.91								\$ 50,000.00
<b>Expense</b>	\$ 13,044.38	\$ 14,124.38	\$ 12,082.81	\$ 11,544.35	\$ 15,666.76								\$ 4,885.38
<b>Difference</b>	\$ (12,530.62)	\$ 46,288.93	\$ 37,993.59	\$ (8,474.09)	\$ (14,842.85)								\$ 12.26
<b>INCOME</b>													
City 1%		\$ 60,000.00											\$ 60,000.00
County 1%			\$ 50,000.00										
Miscellaneous	\$ 513.00	\$ 412.80	\$ 72.88	\$ 3,066.30	\$ 820.40								
Interest	\$ 0.76	\$ 0.51	\$ 3.52	\$ 3.96	\$ 3.51								
<b>TOTAL FOR MONTH</b>	\$ 513.76	\$ 60,413.31	\$ 50,076.40	\$ 3,070.26	\$ 823.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 114,897.64
<b>EXPENSES</b>													
Fuel Pickups		\$ 441.10			\$ 831.43								\$ 1,272.53
Improvements			\$ 101.88										\$ 101.88
IRS taxes	\$ 1,941.14	\$ 1,987.94	\$ 2,134.02	\$ 1,930.20	\$ 1,993.82								\$ 10,037.12
Maintenance & Repair	\$ 1,723.33	\$ 1,838.56	\$ 334.65	\$ 40.00	\$ 177.42								\$ 4,108.96
Miscellaneous	\$ 164.75	\$ 178.99	\$ 105.26	\$ 146.31									\$ 595.31
New Trailer													
Office													
Purchase Aluminum		\$ 179.50	\$ 45.00		\$ 161.25								\$ 385.75
State unemployment	\$ 80.96			\$ 62.09									\$ 143.05
State Workmans Comp	\$ 621.63			\$ 688.82									\$ 1,310.45
Training													
Trucking					\$ 3,600.00								\$ 3,600.00
Utilities	\$ 81.94	\$ 218.63	\$ 79.03	\$ 84.04	\$ 247.60								\$ 711.24
Wages	\$ 8,130.63	\$ 8,979.66	\$ 8,982.97	\$ 8,389.20	\$ 8,213.93								\$ 42,696.39
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00								\$ 1,500.00
<b>TOTAL FOR MONTH</b>	\$ 13,044.38	\$ 14,124.38	\$ 12,082.81	\$ 11,544.35	\$ 15,666.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 66,462.68