

# City Council Agenda Memo

**From:** John R. Thompson, Public Works Director

**Council Meeting:** October 10, 2023

**Subject:** Acceptance of Solid Waste Master Plan

**Person(s) Responsible:** John R. Thompson, Public Works Director

**Summary:**

The Solid Waste Master Plan Committee and HDR, Inc., worked over the past 13 months to develop Brookings' first Solid Waste Master Plan (Plan). The Plan was presented to City Council at the September 19, 2023 Study Session. Staff is recommending City Council accept the Plan.

**Background:**

In August 2022, the City of Brookings contracted with HDR, Inc., to develop a 10-year Solid Waste Master Plan. The scope of the work included the evaluation and analysis of the Solid Waste Division's operations, current facilities, and financial health; then identify critical short-term and long-term needs, and provide key information for stakeholders and City policy makers to provide direction on program decisions, and guidance for sustainable, long-term solid waste operations. To achieve these objectives, the consultant collected and analyzed data from a variety of sources including (2) two public stakeholder meetings. The Plan will be utilized as a resource and road map to guide the Solid Waste Division's operations, budget and capital improvement plan.

**Item Details:**

The Plan, as presented to Council for acceptance, includes:

- Current Cost of Service and Rate Analysis
- Forecasted Cost of Service Analysis and Rate Model Development
- Ten (10) Year Capital Improvement Plan
- Landfill Operations Assessment
  - Airspace Utilization
  - Landfill Site Progression/Cell Closure Sequencing
  - Leachate Management
  - Landfill Gas Collection
- Collections Operations Assessment
  - Route Efficiency
  - Vehicle Maintenance Schedule
  - Vehicle Replacement Schedule
  - Recycling and Diversion Programs
  - Ten (10) Year Capital Improvement Plan
- Public and Stakeholder Engagement Sessions

**Legal Consideration:**

None

**Strategic Plan Consideration:**

This plan is consistent with the City's goals:

Fiscal Responsibility: Well-thought out, foresighted planning to fund capital improvements, maintain compliance, and establish prudent cash reserves.

Safe, Inclusive, & Connected Community: The Plan incorporates public feedback to provide outstanding customer service and public safety.

Service & Innovation Excellence: The Plan continues to provide a high level of service at cost-effective rates.

Sustainability: The core of the Plan is environmental and financial sustainability for future generations' quality of life.

Economic Growth: The Plan includes a financial analysis tool to properly plan, invest, and implement master plan goals.

**Financial Consideration:**

The 2023 Fiscal Year adopted budget includes appropriations for the Solid Waste Master Plan. The Solid Waste Division received a grant from the South Dakota Department of Agriculture and Natural Resources to help fund 25% of the project.

**Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a work session
5. Discuss / take no action / table

Staff recommends acceptance.

**Supporting Documentation:**

Plan Summary

Executive Summary

Presentation