

City Council Agenda Memo

From: DJ Buthe, Public Works Director

Council Meeting: July 27, 2021

Subject: Solid Waste Management Program Grant Application Authorization

Person(s) Responsible: DJ Buthe, Public Works Director

Summary:

The resolution would authorize the City Manager to sign and submit a \$198,400 Solid Waste Management Program Grant Application to conduct a Solid Waste Master Plan.

Background:

The City of Brookings has operated and maintained the Brookings Regional Sanitary Landfill since 1993, which provides essential solid waste management to approximately 45,000 people between Brookings, Deuel, Hamlin, Kingsbury, Lake, and Moody Counties. The City also provides garbage collection services to residents within the city limits of Brookings.

The purpose of a Solid Waste Master Plan is to evaluate and analyze the Solid Waste Division's operations and financial health, identify and address critical short-term and long-term needs, and provide a road map for successful long-term solid waste and recycling management.

The City contributes \$1 per ton of tipping fees to the South Dakota Department of Agriculture & Natural Resources Solid Waste Management Program. Statewide contributions to this fund are used to award grants and low-interest loans for projects at landfills throughout the state. In an effort to maximize available resources, the City of Brookings has identified potential Solid Waste Management Program grant funding to conduct master planning.

Item Details:

Developing a Solid Waste Master Plan (Master Plan) for the City is important for maintaining the success of the essential services provided by the City's Solid Waste Division. The overall purpose of the Master Plan is to evaluate and analyze the Solid Waste Division's operations and financial health, identify and address critical short-term and long-term needs, and provide a road map for successful long-term solid waste and recycling management.

The scope of services for the Master Plan will include the following tasks:

Task 1 – Project Communication and Project Meetings

Task 2 – Cost of Service Analysis and Rate Reviews

- Cost of service analysis for the existing operations and services
- Forecasted cost of service analysis accounting for future staffing, equipment, and capital improvement needs, as well as considering operational changes and/or improvements developed in Tasks 3 and 4
- Rate analysis and rate model development
- 10-year CIP forecast

Task 3 – Landfill Operations

- Landfill operations assessment and analysis for improving operations and airspace utilization
- Short-term and long-term site progression planning
- Cell closure sequencing
- Capital improvement needs

Task 4 – Collection Services

- Collection program review and analysis for improving operations
- Recycling program review and consideration for modifications to existing recycling operation

Task 5 – Implementation Plan

Task 6 – Master Plan Report

Legal Consideration:

None.

Strategic Plan Consideration:

Fiscal Responsibility

Financial Consideration:

The City will apply for approximately \$198,400 of Solid Waste Management Program funds.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a study session
5. Do nothing

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Resolution