



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: February 5, 2024

SUBJECT: LANDFILL MASTER PLAN AND SUPERFUND UPDATES (3700.1)

I. RECOMMENDED ACTION

1. Recommend council approve the task order in the amount of \$118,000 for CPS, Ltd. to update the landfill master plan and Superfund site reuse documents.
2. Recommend council approve the budget amendment to allocate funds from landfill cash reserves.
3. Recommend council authorize the mayor to sign the task order on behalf of the City.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 701-857-4140

III. DESCRIPTION

A. Background

The City of Minot hired a consultant in 2015 to draft a master plan for the operations at the landfill. The plan encompasses all of the different waste streams that are accepted at the landfill and the associated methods of handling them to meet NDDEQ regulations.

Additionally, the City of Minot has been working with the EPA and Minot Park District on a plan for potential reuse of the old landfill Superfund site. There is work that needs to be completed to enable the EPAs attorney to take the Record of Decision from the 1990s back to federal court to modify it to allow for reuse opportunities.

B. Proposed Project

This task order would provide compensation to CPS, Ltd. to update the landfill master plan to include the addition of the new recycling program, a basic layout of new landfill cells that will be constructed in the future and updating all waste data and handling plans. There is some additional time in the task order for assistance with various documents needed to get the Superfund reuse plan approved by EPA.

C. Consultant Selection

CPS, Ltd. was selected as part of a competitive RFQ process and have been providing landfill consulting for the past few years. They have extensive knowledge of the landfill operations.

IV. IMPACT:

A. Strategic Impact:

The landfill strives to provide a variety of waste management services in a cost effective and regulatory compliant manner. An update to the master plan helps in those goals.

B. Service/Delivery Impact:

A frequent update of the landfill operations ensures staff are operating the landfill in compliance with state regulations.

C. Fiscal Impact:

Project Costs

Landfill Master Plan Update	\$100,000
Superfund Reuse plan	\$18,000

Project Funding

The master plan update was originally budgeted in the amount of \$100,000 in 2023 but didn't get completed. Those unspent funds returned to cash reserves, so the attached budget amendment is necessary to reallocate those funds. The 2024 budget has \$30,000 budgeted for consultant assistance.

V. CITY COUNCIL ASPIRATIONS

This item meets the council aspiration of Resilient and Prepared

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

- A. Task Order – Master Plan Update and Superfund Plan
- B. Budget Amendment