



## City of Fergus Falls Committee of the Whole Agenda

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November 1, 2023  
7:00 am  
City Council Chambers

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- A. Call to Order
- B. Roll Call
- C. Discussion Items
  - 1. Radios for Police Department  
Kile Bergren  
Requested Action: Recommendation to the council authorizing the purchase of 800 Mhz radios for the Police Department
  - 2. Update on Mental Health Social Worker Position  
Kile Bergren
  - 3. Library Policies  
Gail Hedstrom  
Requested Action: Recommendation to the council to approve the updated library policies
  - 4. Economic Development Tools Survey Results  
Lisa Workman, Chamber of Commerce
  - 5. Partial Release of Permanent Easement at 1010 N. Frontier Drive  
Brian Yavarow  
Requested Action: Recommendation to the council to authorize the execution of the partial release of a Permanent Utility Easement
  - 6. Downtown Riverfront Phase II-East Block Site Improvements  
Brian Yavarow/Grant Kuper  
Requested Action: Recommendation to the council to accept Comstock's proposal for fencing at the Downtown Riverfront (Phase II) project
  - 7. Landfill Demolition Cell Expansion Project Update  
Brian Yavarow/Houston Engineering

- 8. Utility Rate Review  
Bill Sonmor

D. Additional Agenda Items

E. Announcements

- November 1 City-wide leaf pickup. Bagged leaves must be on the boulevard by 6 am.
- November 6 City Council Work Session to discuss 2024 Utility Rates 4:30 pm  
City Council Meeting 5:30 pm
- November 10 Most city offices and facilities closed for observance of Veterans Day.  
Garbage and recycling normally picked up on Friday will be picked up on Thursday the 9th and Thursday will be moved to Wednesday November 8.
- November 15 Committee of the Whole Meeting 7:00 am

Adjourn



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** November 1, 2023

**Subject:** 800 MHz Radio Replacement

**Recommendation:** Resolution supporting purchase.

**Background/Key Points:** We are starting to replace our 800 Mhz radios. The total cost to replace all portable and mobile radios within the police department is estimated at \$250,000. We have been setting aside money in our capital outlay account for a number of years for the radio replacements. We will begin a process to replace radios in phases, beginning with the portable radios, which cost approximately \$5,500 per unit off of the state contract. We will be using budget surplus to purchase the first phase of radios.

**Budgetary Impact:** \$88,000.

**Originating Department:** Public Safety

**Respectfully Submitted:** Kile Bergren, Chief of Public Safety



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** November 1, 2023

**Subject:** Fergus Falls Public Library Advisory Board and Library Director request that the City of Fergus Falls approve the following updated policies:

Conflict of Interest  
Copyright  
Fines and Fees  
Record Retention  
Minnesota Reciprocal Borrowing / Cooperation with Other Libraries

**Recommendation:**

The recommendation is that the City of Fergus Falls would approve the updated policies as presented.

**Background/Key Points:**

The Library Advisory Board and Library Director routinely review library policies to ensure they meet contemporary best practices and established library standards. Having up-to-date policies helps to ensure the organization operates efficiently. The policies included are statutory policies for public libraries in Minnesota.

**Budgetary Impact:**

There is no budgetary impact.

**Originating Department:**

Fergus Falls Public Library

**Respectfully Submitted:**

Gail Hedstrom / Library Director

**Attachments:**

Materials Selection Policy

## Conflict of Interest Policy

**Conflict of interest:** *No trustee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board (Minnesota Rules 1512.0500 Conflict of Interest).*

Officers, Board Members and Employees No Board member or committee member of Fergus Falls Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by Fergus Falls Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Fergus Falls Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

### Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Fergus Falls Public Library that has resulted or could result in personal benefit to me. Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Fergus Falls Public Library.

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

Printed name: \_\_\_\_\_

Fergus Falls Public Library position: \_\_\_\_\_

*Policy Adopted: September 11, 2023*

*Policy Modified:*

## Copyright

**Copyright:** *How the library complies with copyright law in making copyright-protected materials available to users (U.S. Copyright Office)*

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

Policy Adopted: September 11, 2023

Policy Revised:

## Fines, Fees & Charges

- The Fergus Falls Public Library does not charge late fees. Items on loan from a member library adhere to the lending library's checkout limits and overdue fines. If a patron pays a fine that is \$5 or greater on items that belong to another member library, those fees should be sent to that member library via delivery.
- Items with a status of lost incur the cost of the item plus a processing fee of \$3.00. The processing fee remains, even if the item has been returned. The maximum lost processing fees collected will be \$9.00 per card per incident.
- There are no refunds for lost materials that are paid for and later returned.
- Patrons returning materials with broken or missing containers will be charged a \$3 replacement cost. There will be no charge on containers deemed worn out.
- Patrons returning materials with missing parts, such as discs, will be assessed a replacement cost. Patrons will be assessed the cost of the item and processing fee if replacement parts are unavailable.
- Wet, stained, smelly, torn, chewed, or defaced items that can no longer be circulated will be charged to the patron who damaged them. There will be no charge on materials deemed worn out.
- Patrons receive a notice by mail, email, text, or phone when they have items overdue.
  - First overdue notices are: sent out 7 days after the due date.
  - Second overdue notices 10 days after the first notice
  - Final overdue notices 10 days after the second notice
  - Billing notices or lost letter 10 days after the final
  - Total of 37 days before billing
- Patrons who choose to receive notices by email also receive a "pre-overdue" notice 3 days prior to when the item is due. Patrons who have items out with a lost status will receive a letter and or phone call.
- A lost card may be replaced for a \$3 fee. Worn cards may be replaced at no charge.
- Photocopies and internet print-outs cost .20 cents per page in black and white and .50 cents for color. Fax service costs .50 cents per page coming or going.
- *Approved 2/13/2012*
- *Revised January 2013*
- *Revised February 2020*
- *Revised September 11, 2023*

## **Records Retention**

*Records retention and data privacy: How the library manages their official records and maintains an updated records retention schedule, i.e. which records should be held permanently and which should be purged periodically, and protects personally identifiable information about patrons, e.g. which staff members have access to patron records, (M.S. 138.17 Government Records; Administration; M.S. Chapter 13. Government Data Practices)*

The Fergus Falls Public Library follows same record retention policy as the City of Fergus Falls. The policy adheres to the guidelines established in the "General Records Retention Schedule for Minnesota Cities."

Please see attached: General Records Retention Schedule for Minnesota Cities; category Library.

Policy Adopted: September 11, 2023

Policy Revised:



GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 00100	ANNUAL REPORT OF THE LIBRARY BOARD	Permanent	Public	
LIBRARY	LIB 00200	AUDIO VISUAL / TECHNOLOGY EQUIPMENT CHECKOUT RECORDS Records of technology equipment returned damaged or late.	While library card is active	Private	MS 13.40
LIBRARY	LIB 00300	BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc.	Schedules: Until superseded. Equipment records: Life of equipment plus audit. For circulation Records see "Circulation Records", LIB 00500, in Library retention schedule.	Public/Private	MS 13.40
LIBRARY	LIB 00400	CATALOGS Authors, title, subject.	Until superseded	Public	
LIBRARY	LIB 00500	CIRCULATION RECORDS Includes cards, computer entries, & statistical reports.	Retain cards & computer entries until superseded. retain annual stats permanently. Other stats 2 yrs.	Public/Private	MS 13.40
LIBRARY	LIB 00600	COPYRIGHT COMPLIANCE RECORDS	5	Public	
LIBRARY	LIB 00700	DONOR RECORDS Includes gifts.	Permanent	Public/Private or Non-Public	MS 13.792
LIBRARY	LIB 00800	FINES & SERVICE CHARGE RECORDS	Until paid	Public/Private	MS 13.40
LIBRARY	LIB 00900	LIBRARY CARD	Until superseded	Public/Private	MS 13.40
LIBRARY	LIB 01000	LOANS-INTER LIBRARY Loans of materials received to and from libraries.	Until superseded	Public/Private	MS 13.40
LIBRARY	LIB 01100	LOST ITEM REIMBURSEMENT RECORDS	3	Public/Private	MS 13.40

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 01200	MEETING ROOM REQUEST	2	Public	
LIBRARY	LIB 01500	NEWSLETTERS Generated by library.	2	Public	
LIBRARY	LIB 01600	OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS Material returned that was overdue or damaged if amount of damage or fine was not paid.	2 or until paid	Public/Private	MS 13.40
LIBRARY	LIB 01700	PETTY CASH REPORTS	6	Public/Private	MS 13.37
LIBRARY	LIB 01800	PUBLICITY Includes news releases & public service announcements generated by library.	2	Public	
LIBRARY	LIB 01900	SHELF LIST / INVENTORY	Until superseded	Public	
LIBRARY	LIB 02000	SPECIAL EVENTS & PROGRAMS	2	Public	
LIBRARY	LIB 02100	STUDIES & REPORTS Includes surveys, statistical reports, consultant reports, etc.	Permanent	Public	
LIBRARY	LIB 02200	VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, & other records of Friends of the Library groups, etc.	Permanent	Public	
LIBRARY	LIB 02300	VOLUNTEER PERSONNEL RECORDS	5 after volunteer period ends	Public/Private	MS 13.43
LIBRARY	LIB 02400	WORK SCHEDULE FILES Hours worked, vacation, leaves taken.	2	Public/Private	MS 13.43

## Interlibrary Loan

**Cooperation with other libraries and information providers:** *Formal or informal agreements with other libraries or information providers that allow cooperative or reciprocal services, purchases, or shared resources (M.S. 134.18, 134.21, 134.23, and 134.24 Public And Multitype Libraries); also conditions under which the library will cooperate with other agencies, types of cooperation, and legal or other guidelines to be followed (M.S. 134.18 Privileges Extended to Counties and Statutory Cities, M.S. 134.23 Agreements)*

Fergus Falls Public Library Staff and board will support participation in and use of regional, state, and nationwide interlibrary loan networks. Patron requests can be made by the individual patron or a library staff person. Refusing to lend high demand, new, rare, expensive or fragile materials will be at the discretion of the lending library. While it is our goal to work with other libraries and their patrons to fill interlibrary loan requests, we reserve the right the refuse any request made.

*Please see attached: Minnesota Library Reciprocal Borrowing Compact.*

*Policy Adopted: September 11, 2023*

*Policy Revised:*

## MINNESOTA LIBRARY RECIPROCAL BORROWING COMPACT



This compact is made and entered into this 15 day of June, 2001, by and between the board of trustees of each undersigned regional public library system recognized by the Minnesota Department of Children, Families, & Learning, and where required, undersigned members thereof.

WHEREAS, the undersigned boards of trustees were formed in accordance with *Minnesota Statutes* Chapter 134 to extend and improve public library services; and,

WHEREAS, the undersigned boards of trustees may enter into contract agreements for the extension of public library services in accordance with *Minnesota Statutes* 134.12, Subd. 2; and,

WHEREAS, it is mutually recognized by the parties hereto that library services in the boards' respective areas of responsibility may be improved by the adoption of a reciprocal borrowing privilege policy;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

Sec. 1. Borrower's identification cards issued by participating libraries shall be accepted by all other participating libraries as valid borrower's cards in accordance with procedures set forth by the Council of Regional Public Library Systems Administrators (CRPLSA) in consultation with Library Development and Services (LDS) of the Minnesota Department of Children, Families, & Learning.

Sec. 2. The borrower shall abide by the rules and regulations of the lending library, and shall be responsible for returning materials borrowed to an agency of the library system which owns the material.

Sec. 3. All participating libraries agree to promptly return to the lending library any items returned to the participating library.

Sec. 4. It is understood and agreed that residents of each regional library system service area must obtain borrower's identification cards from the regional library system, or member library, serving that area.

Sec. 5. It is further understood and agreed that the regional public library system board issuing the borrower's identification card shall pay the lending library the replacement value of any and all library materials lost or damaged, or not returned, by the home library's residents.

Sec. 6. This compact does not provide for mail circulation of materials to residents outside of an undersigned library's service area.

Sec. 7. This compact includes circulation of those formats of library materials determined by each participating library.

Sec. 8. This compact shall become effective June 15, 2001. Withdrawal of an individual signatory may take place by giving notice to all other signatories at least six months prior to the effective date of withdrawal.

Sec. 9. This compact shall supercede all previous reciprocal borrowing agreements except those between and among members of the same regional public library system.

Sec. 10. The compact does not apply to libraries unaffiliated with the undersigned regional public

## MINNESOTA LIBRARY RECIPROCAL BORROWING COMPACT



library systems.

This compact shall be executed by the President of the board of trustees and the Director of each participating regional library system, and where required, the member thereof;

IN WITNESS WHEREOF, this COMPACT has been executed this 15 day of June, 2001





# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

November 1, 2023 – Committee of the Whole

November 6, 2023 – City Council

**Subject:**

1010 N. Frontier Drive - Partial Release of Permanent Utility Easement

**Recommendation:**

- Resolution directing the City Engineer and City Attorney to execute the Partial Release of Permanent Utility Easement

**Background/Key Points:**

The owner of a building located at 1010 N. Frontier Drive is planning a building addition onto the existing facility due to business growth. The project consists of two (2) 20-foot by 53-foot building additions attached onto the west and east sides of the existing building. If constructed, the east building addition would encroach onto a publicly owned permanent utility easement.

Because of this encroachment, the owner is requesting a 21-foot by 55-foot easement release. Staff has reviewed the existing permanent utility easement and the adjacent utility mains. I have no objection to releasing this. Previous requests similar in nature have been executed by resolution.

**Budgetary Impact:**

The owner of Baha Properties will be responsible for all costs associated with preparing the necessary documents and recording fees.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

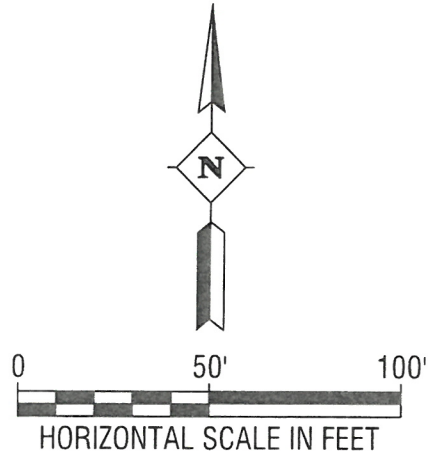
Brian Yavarow, P.E. - City Engineer

**Attachments:**

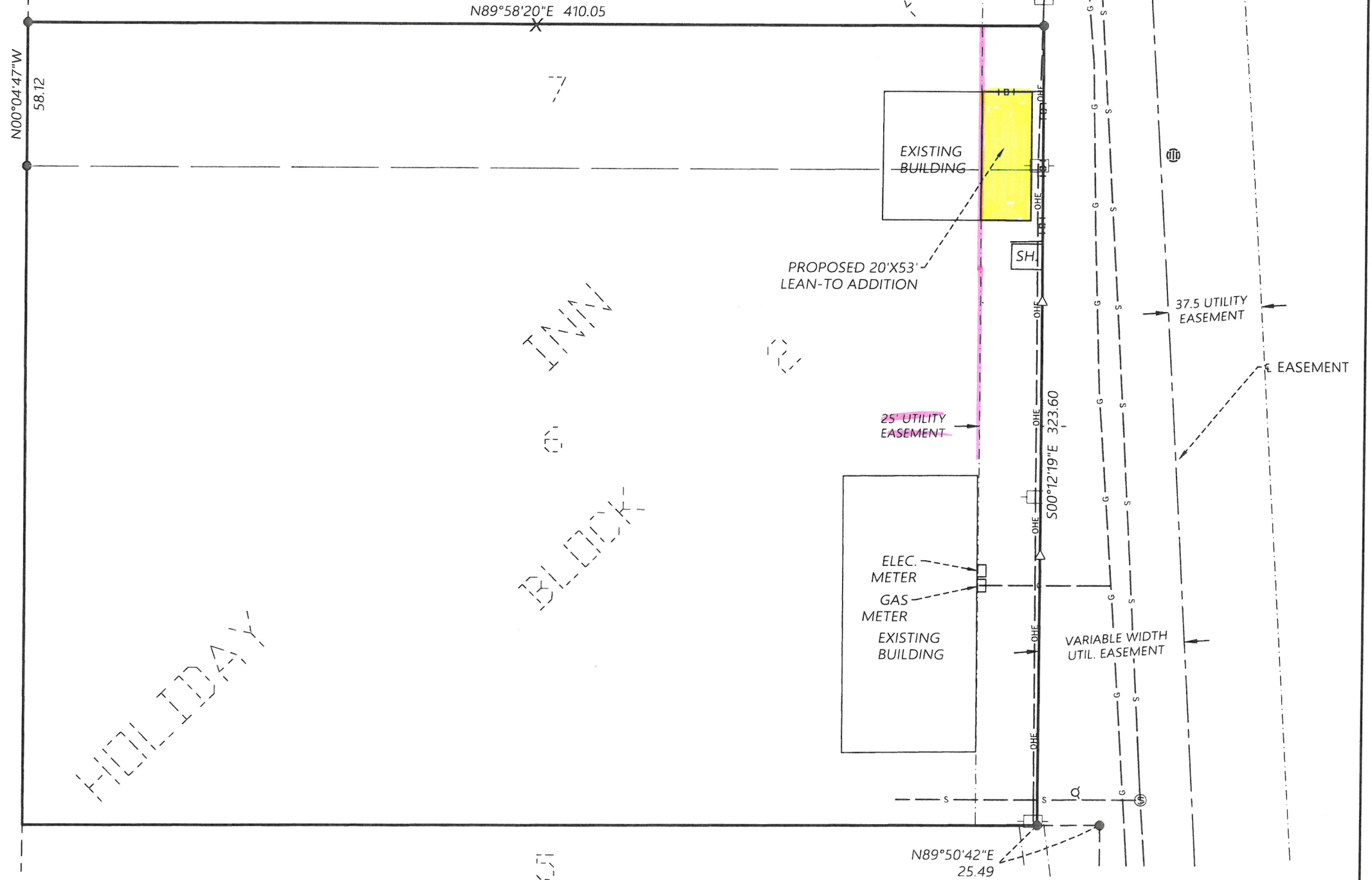
Exhibit - 1010 N. Frontier Drive

# CERTIFICATE OF SURVEY

LOT 6 & PART OF LOT 7, BLOCK 2 HOLIDAY INN ADDITION  
SECTION 32, TOWNSHIP 133 NORTH, RANGE 43 WEST OF THE FIFTH PRINCIPAL MERIDIAN,  
FERGUS FALLS, MINNESOTA



FRONTIER DRIVE



### LEGEND

- = SET MONUMENT 5/8" x 24" REBAR WITH YELLOW PLASTIC CAP MARKED "LS 44866"
- = FOUND MONUMENT
- = SET STEEL FENCE POST ON LINE
- = HYDRANT
- = SANITARY MANHOLE
- = CATCH BASIN
- = POWER POLE
- = LATH SET ON PROPERTY LINE
- = TRACT BOUNDARY
- = ADJACENT PROPERTY
- = EASEMENT CENTERLINE
- = PLATTED LINES
- = RIGHT-OF-WAY LINE
- = EASEMENT LINE
- = OVER HEAD ELECTRIC
- = GAS MAIN
- = SANITARY LINE
- = WOODEN FENCE

NOTE: THIS SURVEY WAS BASED ON THE OTTER TAIL COUNTY COORDINATE SYSTEM - NAD83 (2011)

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

MICHAEL L. FLETCHALL

DATE 9/29/23 LIC. NO. 44866

Surveyed & Platted by:



Interstate Engineering, Inc.  
P.O. Box 316  
116 E Washington Ave.  
Fergus Falls, MN 56537  
Ph (218) 739-5545  
www.interstateeng.com  
Offices in North Dakota, Minnesota, Montana South Dakota, and Wyoming

Proj. No.: ER2310115  
Date: 09/29/23  
Drawn By: JRO  
Checked By: MLF

**SURVEY FOR:**  
BAHA RENTALS, LLC





# Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

November 1, 2023 – Committee of the Whole  
November 6, 2023 – City Council

**Subject:**

PI No. 9767 - Downtown & Riverfront (DTRF) Project Phase 2 – East Block Site  
Improvements

**Recommendation:**

1) Resolution accepting Comstock's proposal for a Decorative steel fence **OR** Wooden split rail fencing.

**Background/Key Points:**

The Downtown & Riverfront (DTRF) Project Phase 2 continues to make satisfactory progress. Recently concerns were brought forward about options to address potential safety barriers for splash pad users and the existing riverbank sloping. Although the code does not require a physical barrier and a green space separation between the splash pad and the riverbank top is proposed, I requested pricing for a fence along the top of the riverbank. Please refer to the attached exhibit for the proposed fence location.

Comstock provided three (3) options for the Council to consider as follows:

- 1) Decorative steel fence similar to the fence installed in Phase 1 (West block) at \$47,560.50 (\$243.90/LF)
- 2) Wooden cedar split rail fencing at \$17,314.05 (\$88.79/LF)
- 3) Monitor use and decide at a later date.

For reference, Bid Alternate 2 consisted of a continuation of the riverfront trail and a plaza area south of the splash pad. This alternative included a fence, mounted on the trail, to further separate the project area from the riverbank. Due to project budget, Bid Alternate 2 was not selected for award, which eliminated the fence from the project scope.

If acceptable, Comstock would order the material and complete the installation in the spring.

**Budgetary Impact:**

Sufficient construction budget contingency to proceed with either option.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**  
Fence location Exhibit



**Figure 1- Decorative Steel Fence**



**Figure 2 - Cedar Split Rail Fence**



END FENCE STA 302+00

(B) (B)

3+00

0+00

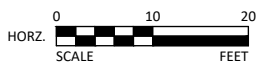
START FENCE

1+00

2+00

END FENCE

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**KENT M. LOUWAGIE**  
LIC. NO. 44252 DATE 08/03/2022

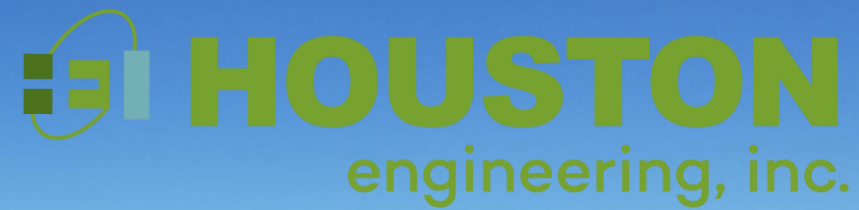


3168 41ST STREET SOUTH, SUITE 2  
FARGO, NORTH DAKOTA 58104  
Phone: (701) 566-5339  
Email: Fargo@bolton-menk.com  
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
JJD	1	CONST	10/19/2022
JJD	2	CO 1	09/21/2022
JJD	3	CO 2	03/31/2023
GJK / KML	3	FO 2	09/06/2023
CLIENT PROJ. NO.			

CITY OF FERGUS FALLS, MINNESOTA  
DOWNTOWN RIVERFRONT IMPROVEMENTS PH. II  
RIVERFRONT PLAN  
RIVER EDGE FENCE

SHEET  
C6.09



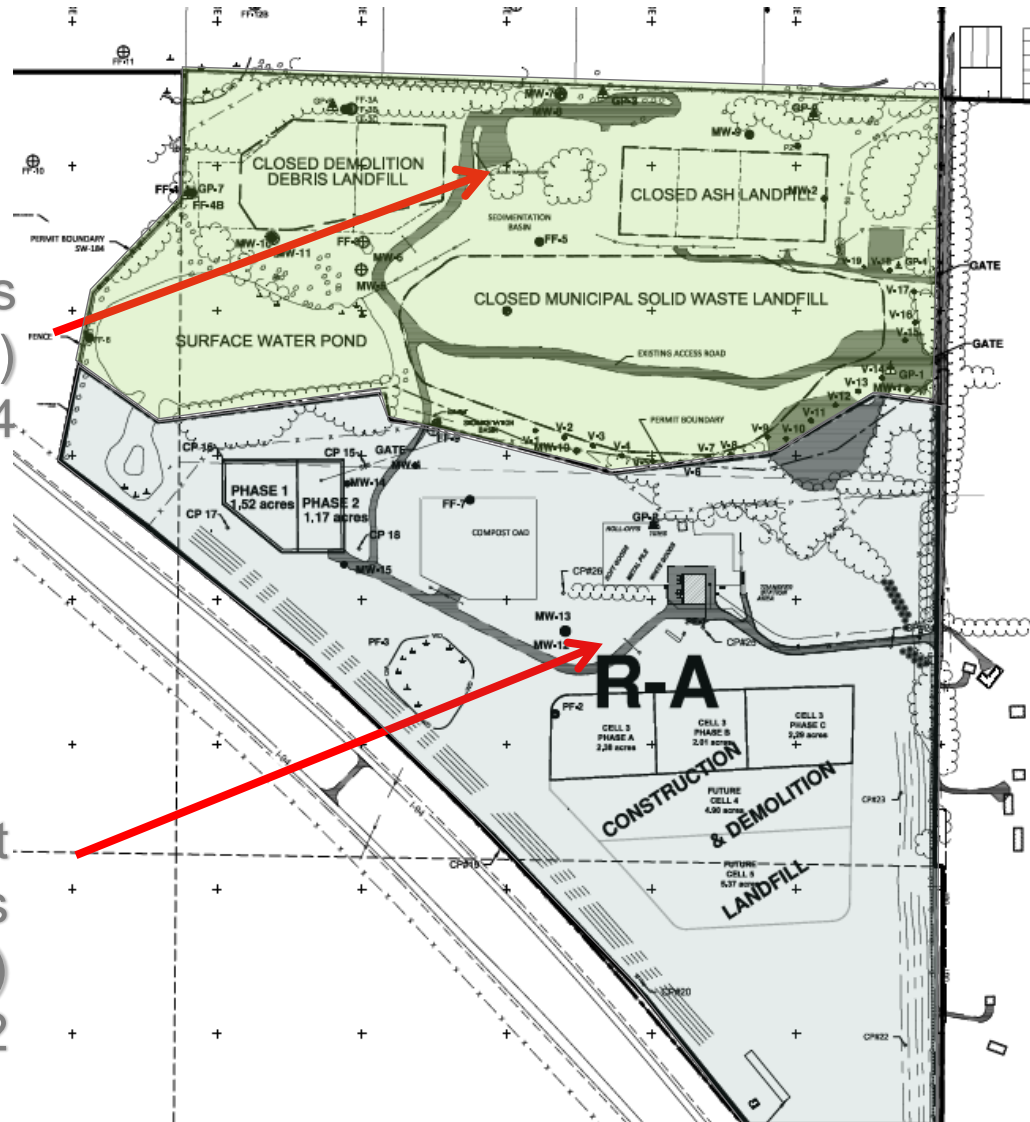
**Fergus Falls Landfill Phase 3B Expansion**  
**MPCA Solid Waste Permit SW-572**

November 1, 2023

# Facility Description

Existing Operations  
(Closure)  
SW-184

Current  
Operations  
(Expansion Area)  
SW-572



## SW-184 Facility

- Closed (2011)

## SW-572 Facility

- Phase 1
- Constructed 2009
- Phase 2
- Constructed 2012
- Phase 3A (Major Expansion)
- Constructed 2018



## Minnesota Pollution Control Agency

Solid Waste Facility Permit  
SW-572

Permittee: Fergus Falls South Landfill  
Facility name: Fergus Falls South Landfill  
2010 South Oak Street  
Fergus Falls, MN 56538  
Otter Tail County  
Issuance date: December 23, 2016

Expir **Permit issued: December 23, 2016**  
**Permit expires: December 23, 2026**

In ac  
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and c  
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of the  
persc  
in Mi  
This p  
this fi  
Signc

### 2. Permitted facility description

The Fergus Falls South Landfill (Facility) is located at:  
2010 South Oak Street  
Fergus Falls, MN 56537  
Otter Tail County

The demolition landfill and municipal solid waste transfer station activities began after the permit was issued in 2004. The initial Phase 1 and 2 areas of the unlined demolition landfill will be closed with approximately 88,360 cubic yards of demolition debris by early 2017. This is an increase of the previous capacity by 4,360 cubic yards that was obtained by increasing the landfill slopes from 20 percent to 25 percent. This permit authorizes an expansion into Phase 3 in the south corner of the site. The expansion area will be lined with leachate collection. It will have an approximate capacity of 1 million cubic yards and an operating life of approximately 65 years. Other waste activities at the facility include recycling and yard waste composting. The closed landfills are not included under this permit.

## 9 CLASS I DEMOLITION LANDFILL DESIGN FEATURES

### 9.1 LINER SYSTEM

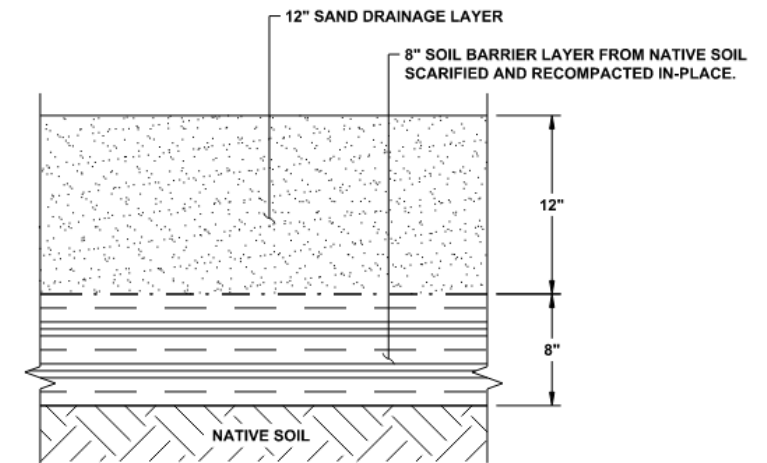
The MPCA has mandated that the expansion area of Fergus Fall's Class I Demolition Landfill facility provide an impermeable base liner system complete with a leachate collection system. The base liner of the demolition landfill will consist of scarified and compacted in-place soil barrier material. A sand drainage layer will be



CITY OF FERGUS FALLS C&D LANDFILL PERMIT RENEWAL

SW-572  
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6



### LANDFILL BASE LINER

NOT TO SCALE



.....10 years of capacity  
15-year footprint.....

assumed 14k CY  
Annual Disposal Rate

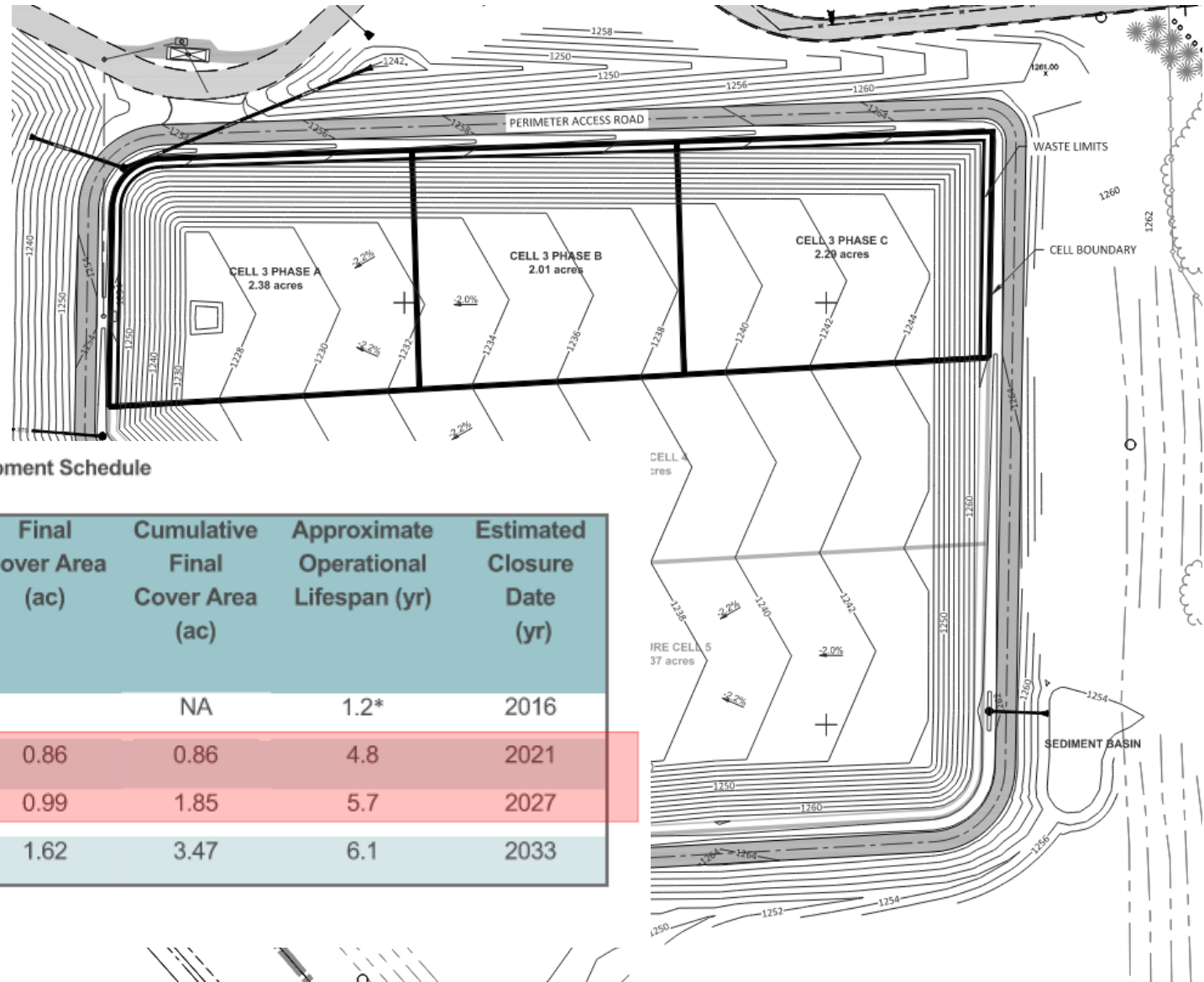


Table 1: Facility Development Schedule

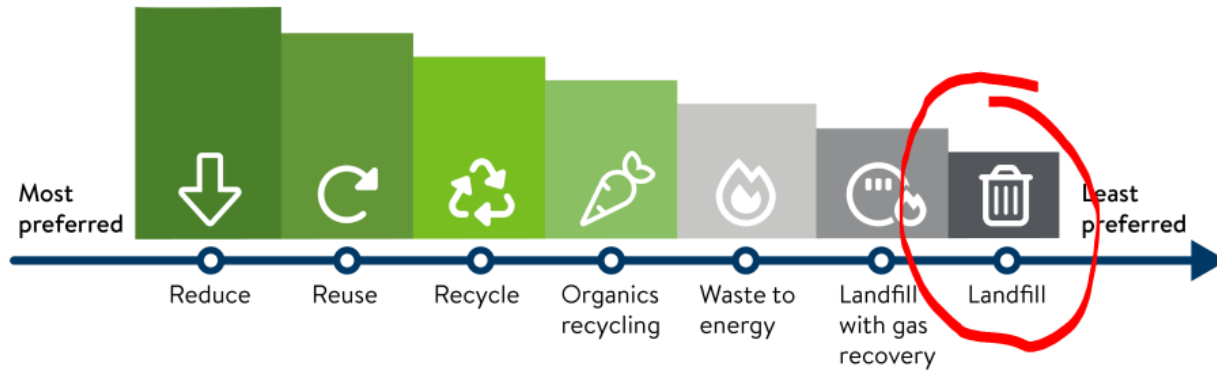
Cell	Liner Area (ac)	Airspace Capacity (cy)	Cumulative Airspace Capacity (cy)	Airspace Remaining (cy)	Final Cover Area (ac)	Cumulative Final Cover Area (ac)	Approximate Operational Lifespan (yr)	Estimated Closure Date (yr)
Phase 1 & 2	2.69	84,000	84,000	20,715	NA	NA	1.2*	2016
Phase 3A	2.38	67,348	67,348	NA	0.86	0.86	4.8	2021
Phase 3B	2.01	80,655	148,003	NA	0.99	1.85	5.7	2027
Phase 3C	2.29	86,039	234,042	NA	1.62	3.47	6.1	2033

\*As of October 2015 survey





## Minnesota's waste management hierarchy



Construction and demolition

October 2019

## Groundwater Impacts of Unlined Construction and Demolition Debris Landfilling







## Demolition Landfill Guidance



Municipal Division  
Solid Waste Section

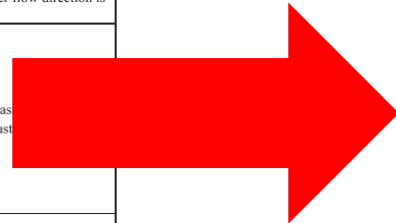
August 2005

Solid Waste  
Program

Contents

- Background .....1
- Purpose .....1
- Location Standards .....1
- Facility Classification .....2
- Site Evaluation .....2
- Acceptable Waste .....4
- Waste Screening .....4
- Industrial Solid Waste Management Plan .....6
- Groundwater Monitoring .....7
- Liners .....8
- Limited Availability Landfills .....8
- Contact Information .....8
- Stakeholders List .....8
- Appendix A: Parameters List for Sampling of Ground Water Monitoring Network.....10
- Appendix B: Best Management Practices for Waste-screening Procedures.....11
- Appendix C: Implementation Plan.....13

Demolition Landfills	Class I	Class II	Class III
<b>Site Evaluation</b>	All sites will need to conduct a site evaluation to verify that location standards are met, soils are evaluated, depth to the water table is identified, and groundwater flow direction is defined (See Site Evaluation section.).		
<b>Acceptable Wastes</b>	Acceptable C&D Waste List (See list in Acceptable Waste section.)	Acceptable C&D Waste List + Incidental nonrecyclable packaging consisting of paper, cardboard and plastic + Demo-like industrial wastes comprised of wood, concrete, porcelain fixtures, shingles, or window glass	All C&D wastes + Most industrial wastes
<b>Waste Screening</b>	Stringent screening is required.	Screening is required.	Screening is required.
<b>Industrial Solid Waste Management Plan (ISWMP) Contents</b>	Describe screening procedures, address asbestos-containing materials (ACM) if applicable.	Describe screening procedures and identify additional C&D wastes and specific demo-like industrial wastes to be accepted; address ACM if applicable. Develop waste acceptance criteria.	Describe screening procedures and identify additional C&D wastes and specific industrial wastes to be accepted; address ACM if applicable. Develop waste acceptance criteria.
<b>Groundwater Monitoring</b>	Determined by decision matrix in the Groundwater Monitoring section.	Yes	Yes
<b>Liner</b>	No	Determined by decision matrix in the Liner section.	Yes
<b>Reclassification</b>	NA	If the facility takes more than 50% industrial waste based on annual gate receipts, it should be reclassified as an industrial landfill.	



## Construction and demolition landfill rulemaking update

Proposed rules to better protect soil and groundwater from contamination

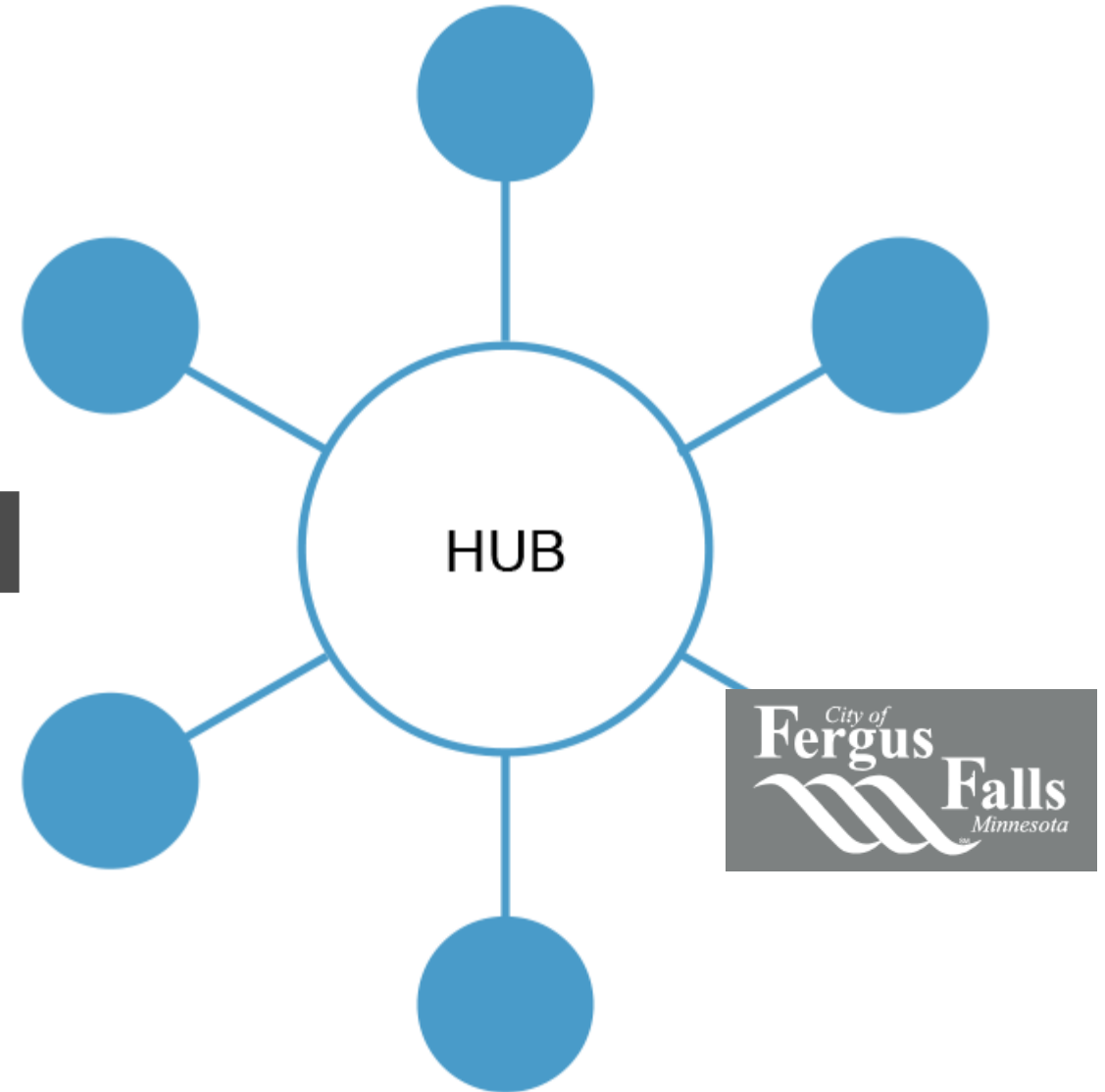
- Lined w/Leachate Collection
- Groundwater Monitoring
- Financial Assurance w/Closure Requirements
- Location Restrictions
- Eliminate Permit-by-Rule Facilities



- **PFAS - Polyfluoroalkyl Substances**
  - **Significant Emerging Concern**
  - **Significant Hot Button Topic for State and Feds**
  - **Current MPCA focus**
- **High Risk C&D Landfills selected by MPCA for sampling**
- **Fergus Falls SW-184 and SW-572 Sampled by MPCA in May 2023**
  - **Sample Results Pending**
  - **MPCA “Data Gathering Phase”**



# REGIONALIZATION





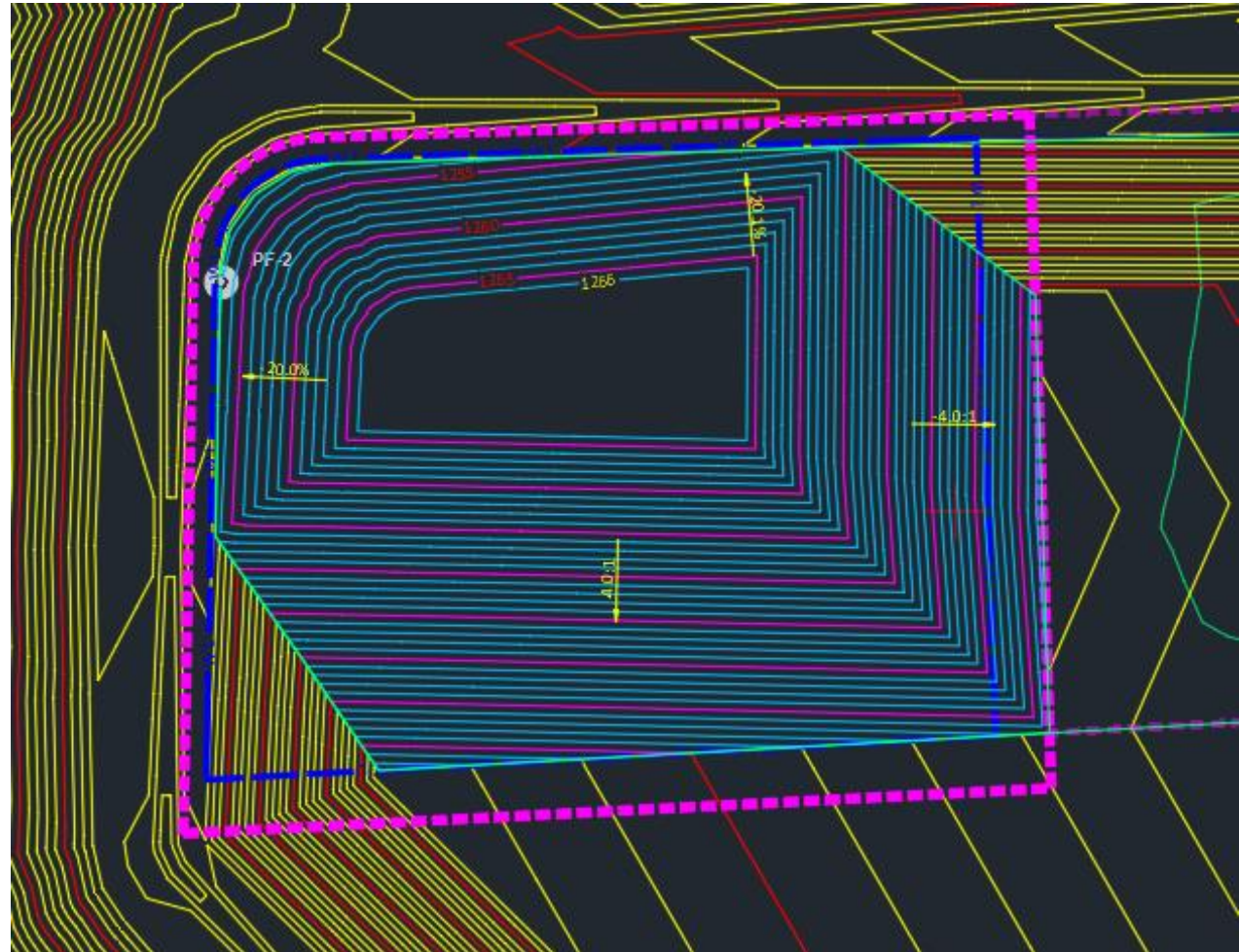


## CURRENT OPERATIONS Phase 3A

Actual Annual Disposal  
Rate = 8,700 CY

Projected Full Buildout in  
November 2025

**70% of airspace  
consumed\***



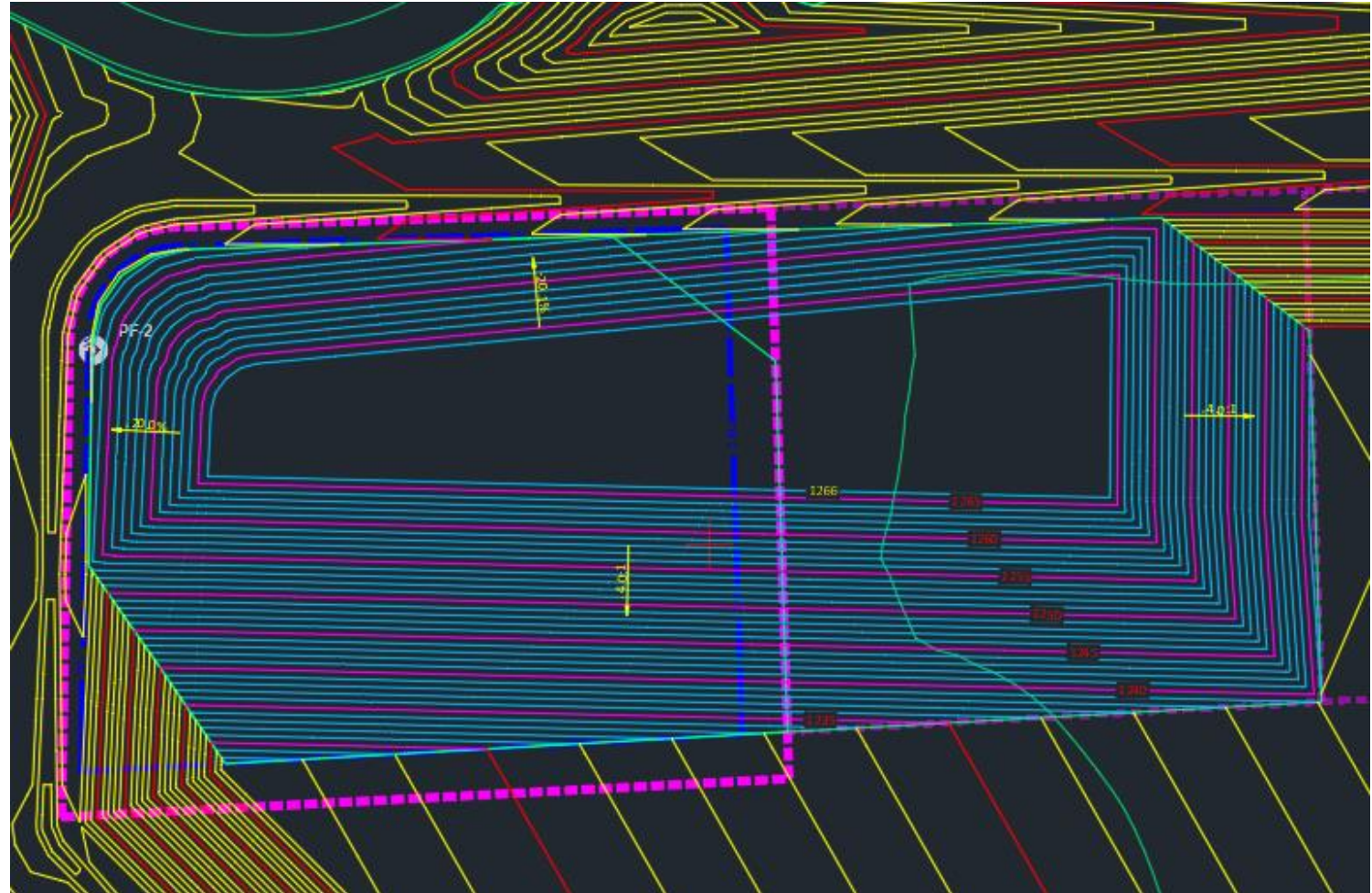
\* Per 10/22/2022 survey w/estimated 2023 intake



## PROJECTED OPERATIONS Phase 3A & 3B

Actual Annual Disposal Rate  
= 8,800 - 9,100 CY

Projected Full Buildout in  
September 2032



# ESTIMATED TIMELINE



Work Task/Event	Date	Notes
MPCA Permit Expires	12/23/2026	
Permit Renewal Submittal	6/26/2026	180-day notice to MPCA
Initiate development of Permit Renewal Docs	12/28/2025	Finalize Phase 3B before initiating permit renewal activities
MPCA Review Doc Report and Authorize for Waste Placement	8/31/2025	
Complete Phase 3B Construction	7/1/2025	Assumed 2025 construction season to be conservative
Initiate Phase 3B Construction	4/1/2025	Assumed 2025 construction season to be conservative
Initiate Solicitation effort for Phase 3B	1/1/2025	
MPCA completes review of Phase 3B construction plans	12/1/2024	Assumes 3-month review period
MPCA provided Phase 3B construction plans for review	9/2/2024	Assumes 3-month review period
HEI initiates design for Phase 3B construction	6/4/2024	Assumed 90-day design period, could expediate to 60 days
Complete soil exploration effort to characterize Cell footprint	Fall 2023	

# PHASE 3B – ENGINEERING ESTIMATE

			Phase 3B	
			Constructed Summer/Fall	
HEI PROJECT NO: 6018			Construction Year =	2024
			Inflation Factor (%) =	6
Item Description	Unit	Estimated Quantity	Unit Price	Amount
Mobilization (10% of estimated improvements)	LS	1	\$67,056.80	\$67,056.80
Water for Dust Control	M GAL	1,500	\$17.02	\$25,533.34
Demolition and Removals - Existing Culvert and Flared Ends	LS	1	\$3,546.30	\$3,546.30
Demolition and Removals - Salvage Existing Gravel Mat'ls	CY	296	\$21.28	\$6,304.53
Test-pit Excavation	HR	40	\$283.70	\$11,348.15
Common Excavation - Cell & Access Road (CV) (P)	CY	45,000	\$4.96	\$223,416.76
Subgrade Correction / Re-Compacted Soil Barrier Layer (CV) (P)	CY	6,486	\$10.99	\$71,299.59
Sand Drainage Layer (In-Place) (P) - 1ft over waste limits	CY	3,243	\$33.34	\$108,099.38
Leachate Collection Trench (includes fabric, perf pipe & rock)	LF	315	\$134.76	\$42,449.18
Groundwater Underdrain System - Piping Extension	LF	850	\$93.88	\$79,798.15
Gravel - Landfill Perimeter Road(s)	TON	854	\$22.70	\$19,387.69
Silt Fence	LF	2,000	\$4.96	\$9,929.63
Erosion Control Blanket - Straw	SY	5,000	\$3.55	\$17,731.49
Erosion Control Wattles - 12"	LF	500	\$5.67	\$2,837.04
36" HDPE Storm Pipe/Culvert	LF	75	\$140.45	\$10,533.75
48" HDPE Storm Pipe/Culvert	LF	75	\$168.54	\$12,640.50
36" Storm Culvert GS Apron	EA	2	\$1,418.52	\$2,837.04
48" Storm Culvert GS Apron	EA	2	\$1,685.40	\$3,370.80
Rip-Rap	CY	50	\$134.76	\$6,737.97
Seeding, Mulch, Fertilizer & Disk Anchoring	AC	6.00	\$2,127.78	\$12,766.67
			TOTAL ESTIMATED CONSTRUCTION COST	\$737,624.77

Assumed:

2024 Construction

Includes:

- Estimated muck excavation
- Subgrade correction over entire base liner



# CURRENT PERMIT

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.....from Phase 3A Construction....



## Phase 3A - Muck



## Phase 3A - Groundwater Characterization

# ESTIMATED TIMELINE



Work Task/Event	Date	Notes
MPCA Permit Expires	12/23/2026	
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# HEI TASK ORDER



Attachment A  
**ESTIMATED BUDGET**  
**CITY OF FERGUS FALLS, MN**  
**PHASE 3B CONSTRUCTION**  
**ENGINEERING DESIGN, BID SOLICITATION & CONSTRUCTION MANAGEMENT SUPPORT**



2024 Rates ==>	\$247	\$232	\$226	\$185	\$164
2025 Rates ==>	\$259	\$244	\$237	\$194	\$172

Date Prepared: 7/19/2023  
 Date Revised: 10/16/2023  
 Prepared by: D. McAlpine  
 Checked by: S. Wanner

Total Estimated Labor       **\$179,448**  
 Total Estimated Expenses   **\$17,119**  
 Total Estimated Budget       **\$196,567**

TASK DESCRIPTION	Engineer 12	Hydrogeologist 4	Engineer 10	Engineer 6	Technician 7	Total	
						Hours	Dollars
	SW	BP	DDM	AZ	AD		
<b>ENGINEERING DESIGN, BID SOLICITATION &amp; CONSTRUCTION MANAGEMENT SUPPORT</b>	10	47	287	182	382	908	\$179,448
<b>Task 1 - Engineering Design Phase <sup>1</sup></b>	10	25	109	114	68	326	\$65,081
<b>Project Preparation</b>	2	16	34	16	2	70	\$15,166
Project kick-off meeting w/Facility Staff as coordination for expectations of final design elements/components	2	2	6	6	2	18	\$3,749
Conduct airspace utilization effort to determine facility buildout			12	6		18	\$3,818
General coordination w/MPCA staff regarding pending C&D rule changes			8			8	\$1,806
Field Survey to characterize topography of project area and establish site control <sup>1</sup>			2	2		4	\$821
Geotechnical exploration of Cell area to characterize perched GW conditions <sup>4</sup>		12	4			16	\$3,688
General coordination meeting w/MPCA to validate submittal requirements/project schedule <sup>5</sup>		2	2	2		6	\$1,285
<b>75% Design</b>	8	9	65	92	66	240	\$46,549
Generate draft construction plans							
Cover Sheet, Legend & Existing Conditions			1	2	2	5	\$923
Site Plan, Construction Limits			1	4	4	9	\$1,620
Cell Access/Turnaround Pad Modifications			1	4	6	11	\$1,948
SWPPP/Erosion Control Plan			1	8	6	15	\$2,687
Stormwater Management Plan			1	6	8	15	\$2,645
Stockpile/Earthwork Mgmt Plan			1	8	4	13	\$2,359
Subgrade Correction Plan		4	3	6	4	17	\$3,369
Base Liner Grades Plan			2	6	4	12	\$2,216
Leachate Collection System Plan			2	6	4	12	\$2,216
Groundwater Underdrain System Extension Plan		4	6	6	8	24	\$4,702
Details - Erosion Control			1	4	4	9	\$1,620
Details - Liner System/Leachate System Connections/Perimeter Controls			1	4	4	9	\$1,620
Details - Underdrain System		1	2	8	4	15	\$2,817
Generate earthwork summary (identify staging and stockpile locations)			12	8		20	\$4,187
Generate draft Specifications/Project Manual <sup>6</sup>			24	4		28	\$6,157
Generate Preliminary Opinion of Probable Construction Costs Estimate			6	6	4	18	\$3,488
QC/QA of construction plans and project manual (HEI Internal)	8					8	\$1,974
<b>100% Design<sup>7</sup></b>	0	0	10	6	0	16	\$3,366
Revise 75% Design Plans based on City comment(s) and complete 100% Design Plans			2	4		6	\$1,191
Revise 75% Design Specifications/Project Manual based on City comment(s) and complete 100% Design Specifications/Project Manual			6			6	\$1,355
Revise Preliminary Opinion of Probable Construction Costs Estimate			2	2		4	\$821

## NEXT STEPS

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.....Decision.....

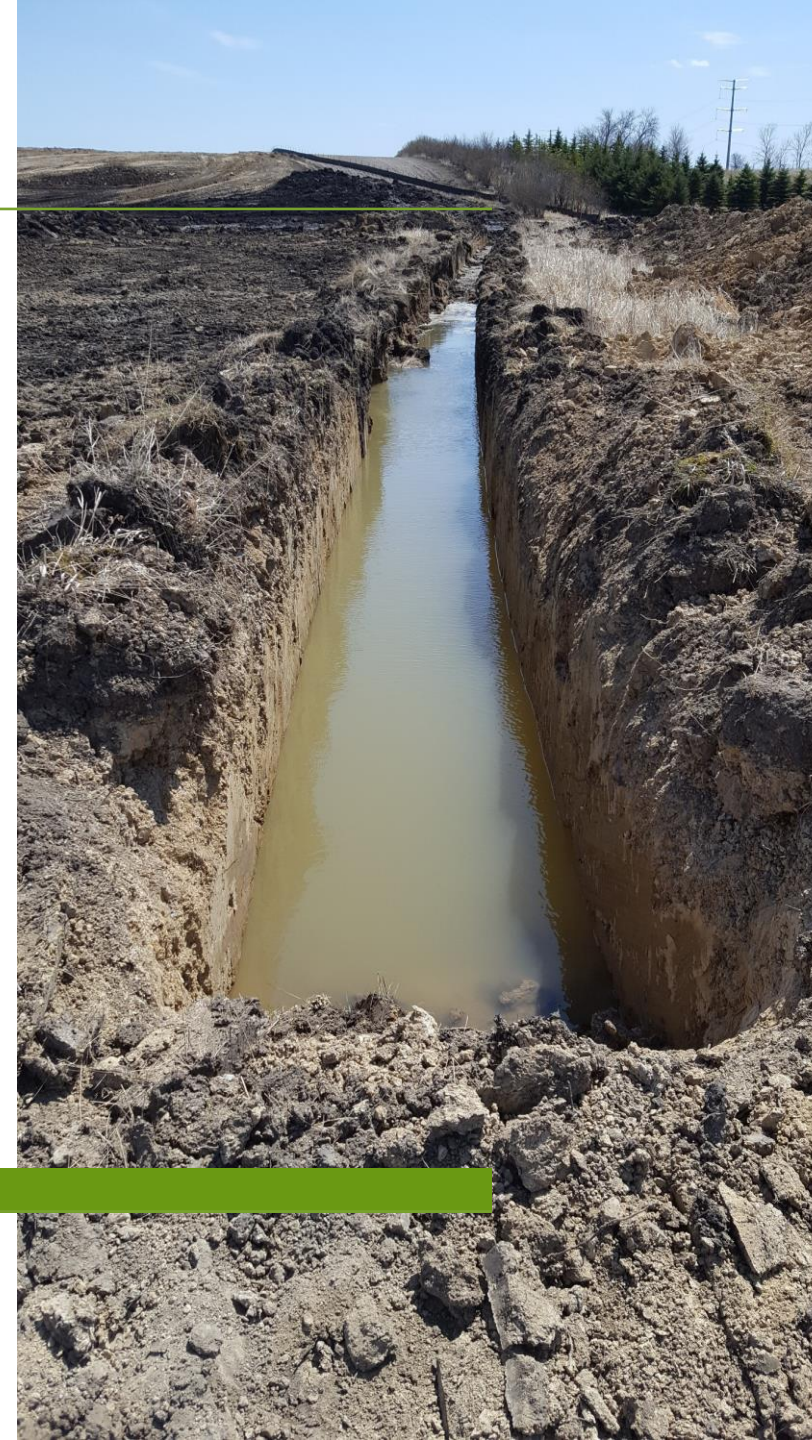
# QUESTIONS

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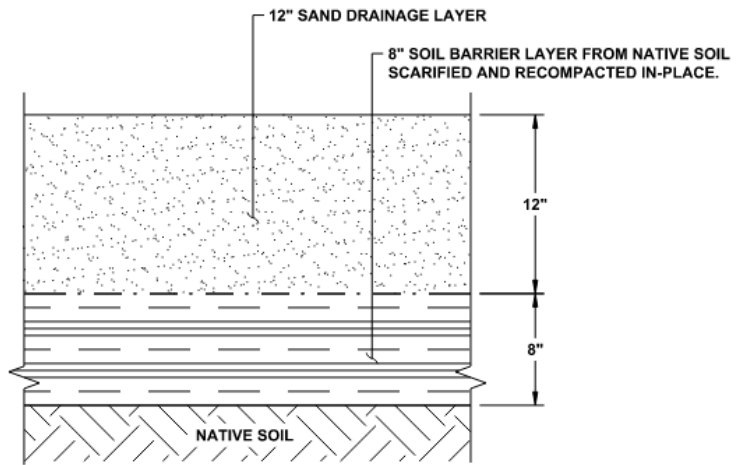


## Phase 3A - Muck





## Phase 3A - Groundwater Characterization

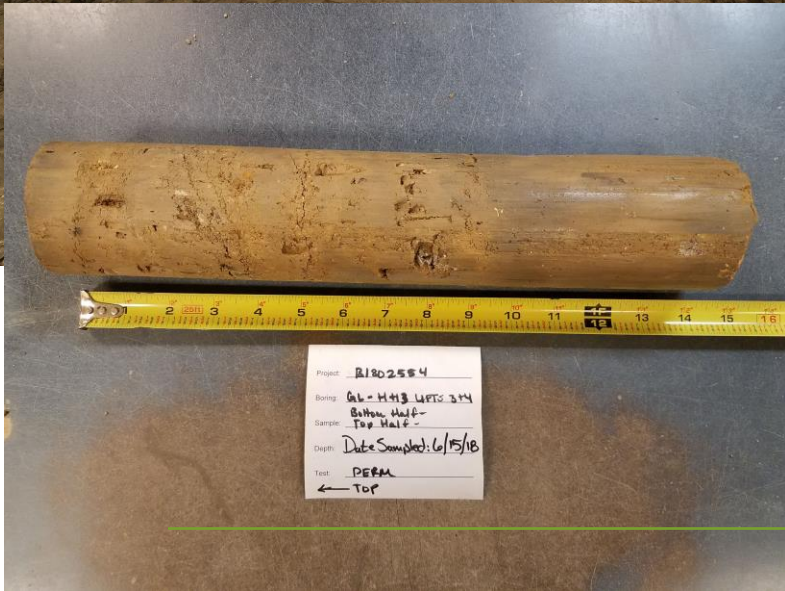


**LANDFILL BASE LINER**

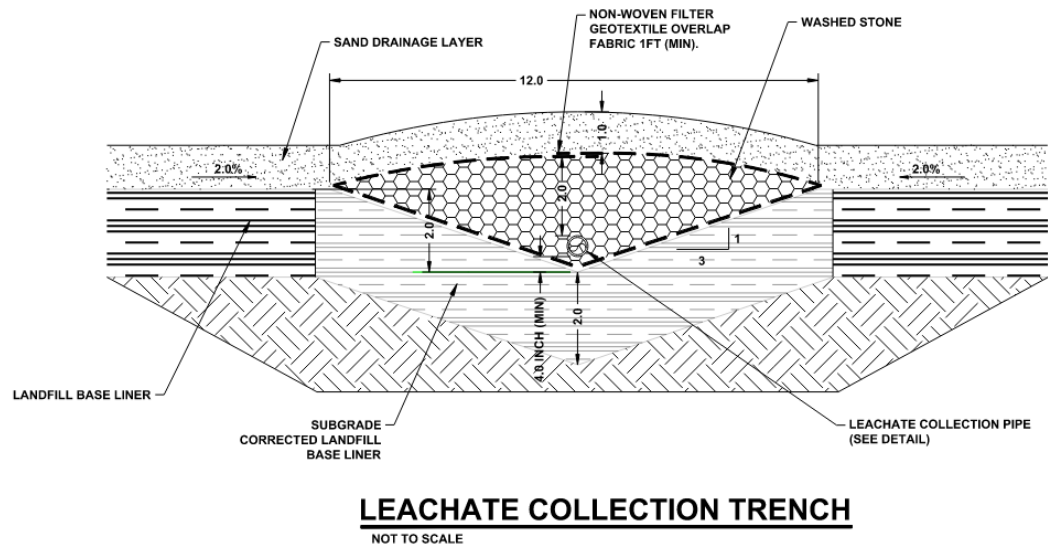
NOT TO SCALE



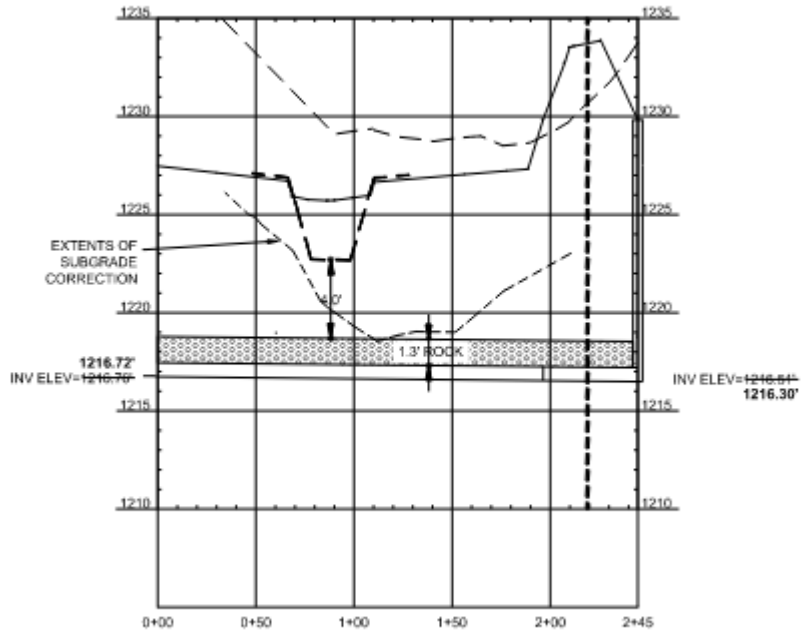
**Phase 3A - Liner Construction**



## Phase 3A - Liner Construction



## Phase 3A – Leachate Collection System



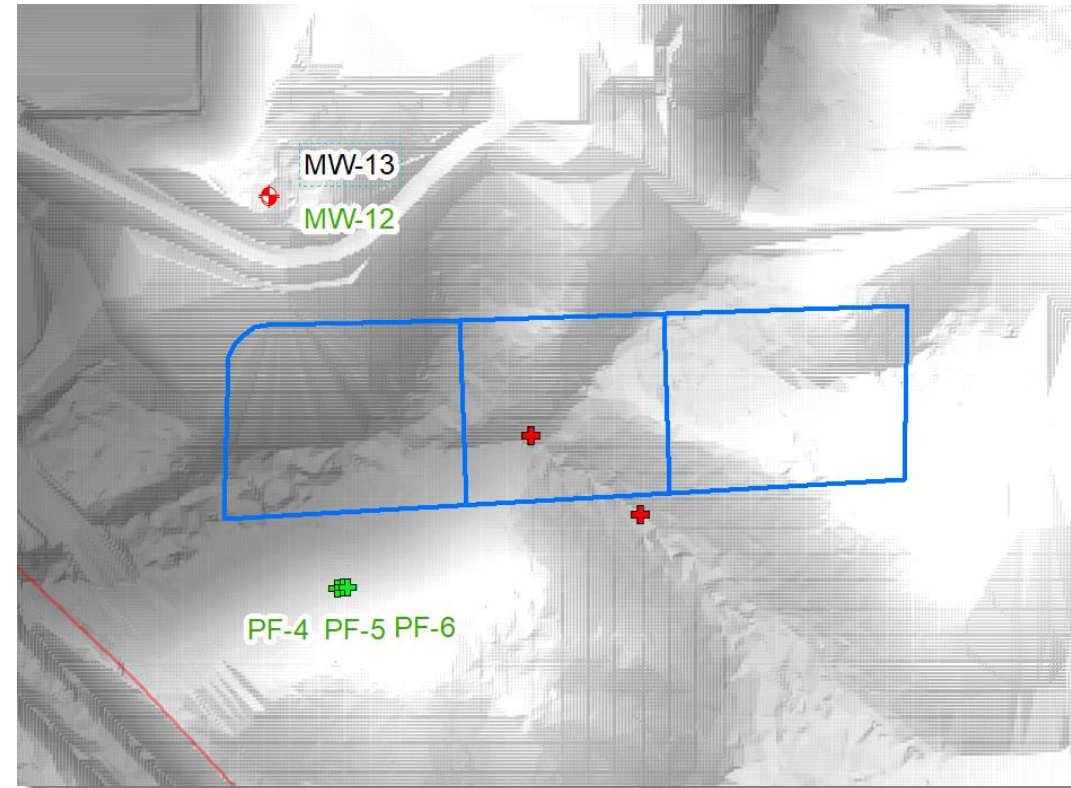
## Phase 3A – Groundwater Underdrain System

### Soil Borings

- Extend through shallow section
- Identify if muck is present

### Monitoring Well

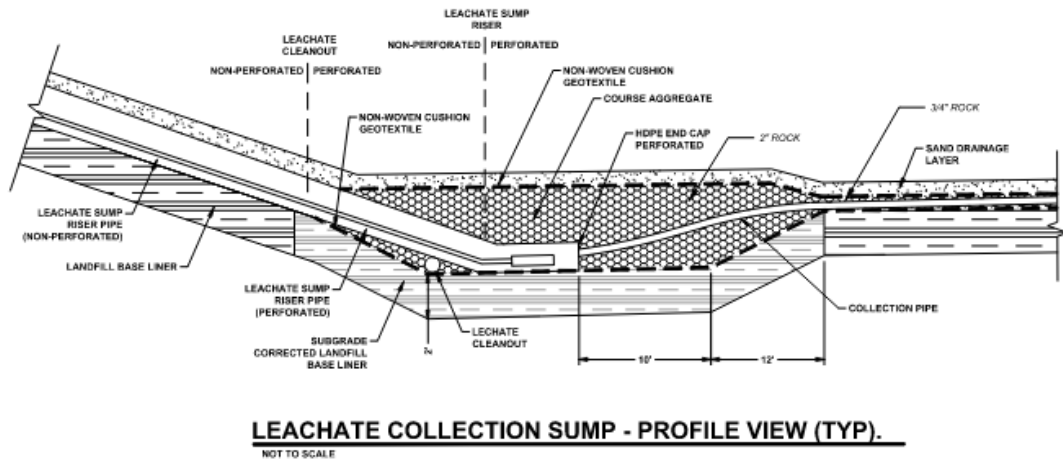
- Extend 10 feet below proposed Liner
  - 5 – foot separation between Liner and groundwater



## Phase 3A – Soil Boring / Temp Monitoring Well



**Phase 3A – Sand Drainage Layer**



## Phase 3A – Leachate Pumping System