

2024



OAKLAND COUNTY MATERIALS MANAGEMENT PLAN WORK PROGRAM

Approved by the Oakland County:

Materials Management Planning Committee
on October 22, 2024

County Approval Agency on October 24, 2024



OAKLAND COUNTY

MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY

Rachael Barlock, Civil Engineer
Southeast Michigan Council
of Governments (SEMCOG)

COUNTY ELECTED OFFICIAL

Robert Hoffman, Commissioner (Chair)
Oakland County Board of Commissioners

TOWNSHIP ELECTED OFFICIAL

Larry Gray, Supervisor
Commerce Township

CITY OR VILLAGE ELECTED OFFICIAL

Amanda Herzog, Commissioner
City of Royal Oak

ENVIRONMENTAL INTEREST GROUP

Julia Johnson, Head of Food Business
Compassion in World Farming

MATERIAL RECOVERY FACILITY OPERATOR

Mike Csapo, General Manager (Vice Chair)
Resource Recovery and Recycling Authority of
Southwest Oakland County (RRRASOC)

COMPOST FACILITY/ANAEROBIC DIGESTER

Bill Whitley, President
Spurt Industries

BUSINESS GENERATING MANAGED MATERIAL

Rachel Gribas, Environmental Engineer
General Motors

WASTE DIVERSION/REUSE OR REDUCTION

Danielle Todd, Executive Director
Make Food Not Waste

WASTE HAULER

Barnard Gill, CEO
WRAT Corporation

SOLID WASTE DISPOSAL FACILITY OPERATOR

Kevin Kendall, Municipal Sales Manager
Republic Services

COUNTY APPROVAL AGENCY

Oakland County Board of Commissioners

Official Authorized Representative: David T. Woodward, Chair

DESIGNATED PLANNING AGENCY

Office of the County Executive

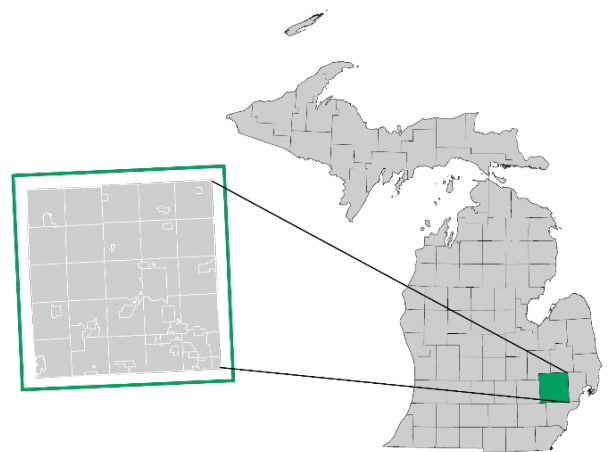
Designated Planning Agency Representative: Whitney Calio, Principal Planner

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BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan, under legislation changes to Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). After approved by EGLE, these plans will replace existing county Solid Waste Plans and transition from a solid waste disposal focus to a new materials management system geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid wastes.



The following Work Program complies with the Act and may be amended as needed.

Materials Management Plan 5-Year Projected Budget

Date Prepared: 8/14/2024

Project Name: Oakland County Materials Management Plan

Planning Area: Oakland County, MI

PROJECTED REVENUES					
Description	2024 (Actual)	2025 (Projected)	2026 (Projected)	2027 (Projected)	2028 (Projected)
Oakland County Department of Economic Development	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
MMP EGLE Grant	\$ -	\$ 360,000.00	\$360,000.00	\$ 360,000.00	\$ 60,000.00
TOTAL REVENUES:	\$ 100,000.00	\$ 360,000.00	\$360,000.00	\$ 360,000.00	\$ 60,000.00

TOTAL LOCAL FUNDS: \$100,000.00 (8%)

TOTAL STATE FUNDS: \$1,140,000.00 (92%)

TOTAL 5-YEAR PROJECTED REVENUES: \$1,240,000.00 (100%)

PROJECTED EXPENDITURES			
Description	Funding Source	Projected Amount	Actual Amount
Postage, Mail, Notices	Oakland County Ec Dev	\$10,000.00	\$376.25
Contractual Services	MMP EGLE Grant and Oakland County	\$340,000.00	\$ 0.00
Professional Development: Training/Education	Oakland County Ec Dev	\$5,000.00	\$ 0.00
Workshop and Meeting Supplies, Materials	Oakland County Ec Dev	\$25,000.00	\$ 0.00
Implementation	MMP EGLE Grant	\$750,000.00	\$ 0.00
INFLATION (4% / year):		\$31,000.00	\$ 0.00
CONTINGENCY (10%):		\$79,000.00	\$ 0.00
TOTAL EXPENDITURES:		\$1,240,000.00	\$376.25
TOTAL 5-YEAR PROJECTED EXPENDITURES:		\$1,240,000.00	




PROPOSED MILESTONE SCHEDULE

Task	Completion Date / Deadline	2024				2025				2026				2027				2028			
		Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation		X	X	X																	
Task 2: Materials Management Planning Committee			X	X																	
Task 3: Project Administration		X	X	X	X																
Task 4: Materials Management Planning Grant					X	X	X														
Task 5: Materials Management Plan Request for Proposal					X	X	X														
Task 6: Plan Project Management						X	X	X													
Task 7: Data Collection and Discovery Phase						X	X	X	X												
Task 8: Stakeholder Engagement							X	X	X	X	X	X	X	X							
Task 9: Analysis and Opportunities Phase								X	X	X											
Task 10: Prepare Draft Materials Management Plan										X											
Task 11: Plan Adoption											X	X	X	X							
Task 12: Plan Implementation														X	X	X	X	X	X	X	X

GLOSSARY OF TERMS

As used in this Materials Management Work Program:

- a. **Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (the Act).**
- b. **Board of Commissioners (BOC or Board):** the elected governing body authorized to make policy decisions for the county.
- c. **County Approval Agency (CAA):** the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA has been identified as the Oakland County Board of Commissioners.
- d. **Cities, Villages and Townships (CVT).**
- e. **Designated Planning Agency (DPA):** the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA has been identified as the Office of the Oakland County Executive.
- f. **DPA Representative:** is the specific individual of the DPA designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA Representative is Whitney Calio, Principal Planner, Oakland County Department of Economic Development.
- g. **Economic Development & Infrastructure Committee (ED&I):** is a standing committee of the Oakland County BOC with responsibilities that include, but are not limited to, matters referred to it by the Board Chair as well as items from county departments including the Oakland County Department of Economic Development.
- h. **Michigan Department of Environment, Great Lakes & Energy (EGLE):** is the primary state agency overseeing the Materials Management planning process and administering the interim final approvals for Solid Waste Processing and Transfer Facilities and the amendments to the Act.
- i. **Legislative Affairs & Government Operations Committee (LAGO):** is a standing committee of the Oakland County BOC with responsibilities that include, but are not limited to, the ability to make recommendations for appointments to boards, commissions, authorities, council and committees requiring Board approval as mandated by policy or statute.
- j. **Materials Management Plan (MMP):** is the plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.
- k. **Miscellaneous Resolution (MR).**
- l. **Notice of Intent (NOI).**

-  = Task Complete
-  = Task In Process
-  = Task Not Started

[Agency] = Primary Responsible Party

Task 1: Planning Process Initiation

TASK 1.1: Plan Initiation [EGLE]

- a. Oakland County received an email on December 20, 2023 from Phillip D. Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

TASK 1.2: Accept Role as County Approval Agency (CAA) [DPA Representative]

- a. On February 6, 2024, County Executive David Coulter sent a communication letter to Chair Woodward supporting the Office of the Oakland County Executive to accept the responsibilities of the Designated Planning Agency (DPA) for the Materials Management Planning Process and serve as the primary governmental entity that will develop and administer the new Materials Management Plan.
- b. On February 21, 2024, DPA Representative presented the MR to the ED&I Committee for approval and the ED&I Committee recommended the item to BOC.
- c. At a regular meeting on February 29, 2024, BOC passed a formal resolution (MR #2024-3879) and accepted responsibilities as CAA.

TASK 1.3: Appoint Designated Planning Agency (DPA) [CAA]

- a. At a regular meeting on February 29, 2024, BOC passed a formal resolution (MR #2024-3879) to appoint the Office of the Oakland County Executive as the DPA.

TASK 1.4: Designate DPA Representative [CAA]

- a. At a regular meeting on February 29, 2024, BOC passed a formal resolution (MR #2024-3879) to designate the DPA Representative as Economic Development Department-Whitney Calio, Principal Planner.

TASK 1.5: Correspond with Adjacent Counties [DPA Representative & CAA]

- a. DPA Representative prepared a list of adjacent county DPA Representatives and BOC Chairs and drafted communication and response letters regarding interest for preparing a Multi-County MMP.
- b. CAA sent communication and response letters to adjacent counties indicating that Oakland County intends to prepare a single-county MMP and wants to collaborate.

- ✔ **TASK 1.6: Notify CVTs and Adjacent CVTs** [DPA Representative]
 - a. DPA Representative prepared letter and MMP FAQ sheet.
 - b. DPA Representative mailed and emailed the letter and FAQ sheet to all Oakland County CVT and adjacent CVT Clerks and Chief Elected Officials about upcoming MMP initiative and requested contact information and future communication notification preference (US Mail and/or Email).

- ✔ **TASK 1.7: Notification Contact List** [DPA Representative]
 - a. DPA Representative utilized an online form to collect and compile contact information and notification preference (US Mail and/or email) from CVTs and adjacent CVTs.

- ✔ **TASK 1.8: Submit Notice of Intent to EGLE** [DPA Representative & CAA]
 - a. DPA Representative drafted answers to NOI and prepared PDF with copies of correspondence with adjacent counties to be submitted with NOI.
 - b. On June 12, 2024, David T. Woodward, BOC Chair submitted the MMP Notice of Intent.
 - c. Oakland County has 36-months from June 12, 2024 to complete the MMP.

- ✔ **TASK 1.9: Distribute Notice of Intent** [DPA Representative]
 - a. DPA Representative posted a PDF copy of the NOI Submittal to the County's MMP webpage (OakGov.info/MMP) on June 28, 2024.
 - b. The NOI legal notice was published in the *Oakland Press* on July 3, 2024
 - ❖ **Source of Funding: County Funding \$376.25 (actual).**
 - c. On July 8, 2024, DPA Representative mailed and emailed a copy of NOI Submittal to all CVTs and requested the NOI be posted on CVT websites.

- **TASK 1.10: Contact with Municipalities Located in 2 Counties** [DPA Representative]
 - a. DPA Representative contacted the City of Fenton and Genesee County DPA on August 29, 2024 to determine the planning area(s) the city will be located in and seek approval from BOC of each affected County.
 - b. DPA Representative contacted the City of Northville and Wayne County DPA on August 29, 2024 to determine the planning area(s) the city will be located in and seek approval from BOC of each affected County.
 - c. On September 6, 2024, Oakland County received a response from the City of Northville requesting to be included in the Wayne County Materials Management Plan.
 - d. On October 22, 2024, Oakland County Materials Management Planning Committee passed a motion to approve Northville's request to be excluded from the Oakland County Materials Management Plan.
 - e. A resolution will be added to the Board of Commissioners meeting on November 21, 2024.

Task 2: Materials Management Planning Committee

✓ TASK 2.1: Identify Candidates for MMPC [BOC Staff, LAGO, & DPA Representative]

- a. LAGO Committee issued media release and solicited applications for new MMPC using an online application form posted on the County's website.
- b. LAGO Committee conducted interviews at regular meetings on 4/2, 4/16, 5/14 and 6/4/2024.
- c. LAGO Committee made final recommendations to full BOC for MMPC members in each category/sector as required by the Act.

✓ TASK 2.2: Appoint MMPC Members [CAA]

- a. At a regular meeting on June 13, 2024, the BOC passed a formal resolution (MR #2024-4217) to dissolve the Solid Waste Committee and establish the Materials Management Planning Committee.
- b. At a regular meeting on June 13, 2024, BOC passed a formal resolution (MR #2024-4160) to Appoint MMPC members for a five-year term beginning June 13, 2024 through June 12, 2029.

✓ TASK 2.3: MMPC Administrative Support [BOC Staff & DPA Representative]

- a. BOC Chief of Staff to designate staff to provide support to MMPC (e.g. take meeting minutes, set up CivicClerk, reserving meeting room)
- b. DPA Representative to be responsible for setting meeting dates, preparing meeting agendas, preparing and sending all required public notices.

✓ TASK 2.4: MMPC Bylaws [DPA Representative, Corporation Counsel, MMPC]

- a. DPA Representative drafted MMPC Bylaws and reviewed by Corporation Counsel.
- b. MMPC reviewed and adopted Bylaws for the conduct of its business at the August 27, 2024 regular meeting.

✓ TASK 2.5: MMP Work Program [DPA Representative, MMPC]

- a. DPA Representative prepared draft MMP Work Program.
- b. DPA Representative distributed a copy of draft MMP Work Program to MMPC in August 2024 and MMPC approved at their regular meeting on October 2, 2024.

✓ TASK 2.6: CAA Approves Work Program [DPA Representative]

- a. DPA Representative presented a copy of MMP Work Program to ED&I on October 16, 2024 for review, approval, and recommend to BOC.
- b. CAA approved the MMP Work Program at their regular meeting on October 24, 2024.

✓ **TASK 2.7: CAA Submits Work Program to EGLE** [DPA Representative & CAA]

- a. CAA submitted final MMP Work Program to EGLE on October 28, 2024 in advance of the December 9, 2024 deadline (180 days after NOI).

Task 3: Project Administration

✓ **TASK 3.1: Identify Oakland County Corporation Counsel Contact** [DPA Representative]

- a. DPA Representative submitted Corporation Counsel Request for Assistance form.
- b. Robert Rottach and Chris Ammerman have been assigned to the MMP initiative.

✓ **TASK 3.2: Contact BOC Staff** [DPA Representative]

- a. Michael Andrews, Pam Worthington, Aaron Snover and Amy Aubry have been assigned to assist with the MMP initiative.

✓ **TASK 3.3: Develop MMP Webpage** [DPA Representative and County Marketing Staff]

- a. DPA Representative worked with County Marketing staff develop a new Materials Management Plan webpage on OakGov.com with a link to the Solid Waste Plan information.
- b. All MM project and plan information will be posted to the following link: OakGov.info/MMP.

✓ **TASK 3.4: Identify Oakland County Purchasing Department Contact** [DPA Representative]

- a. Identify Purchasing staff assigned to assist with the MMP Grant, MMP RFP Process, and MMP Consultant Contract.

● **TASK 3.5: Identify Oakland County Fiscal Services Contact** [DPA Representative]

- b. Identify Fiscal Services staff assigned to assist with MMP Grant and processing payment for MMP Consultant.

Task 4: Materials Management Planning Grant

◆ **TASK 4.1: Grant Application Submittal** [DPA Representative]

- a. Seek ED&I, Finance and BOC approval for MMP Grant Application submittal.

◆ **TASK 4.2: Department Grant Review** [DPA Representative]

- b. If grant application is approved by EGLE, upload grant agreement and Misc. Resolution into Workday and begin County Department Grant Review Process.

◆ **TASK 4.3: BOC Committee and Board of Commissioners Approval** [DPA Representative]

- a. Seek ED&I Committee approval and recommend to Finance Committee.
- b. Seek Finance Committee approval and recommend to BOC.
- c. Seek BOC approval for MMP Grant Acceptance.

◆ **TASK 4.4: Purchasing Department and Fiscal Services Admin** [DPA Representative]

- a. Work with Purchasing and Fiscal Services to set up necessary account strings.

Task 5: Materials Management Plan Request for Proposal

☑ **TASK 5.1: Prepare Request for Proposal (RFP)** [DPA Representative]

☑ **TASK 5.2: Internal and MMPC draft RFP Review and Approval** [DPA Representative]

- a. On October 22, 2024, Oakland County Materials Management Planning Committee passed a motion to approve the RFP Scope of Work.

☑ **TASK 5.3: Identify RFP Selection Committee Members** [DPA Representative]

- a. On October 22, 2024, Oakland County Materials Management Planning Committee passed a motion to appoint Amanda Herzog and Danielle Todd to the RFP Review and Selection Committee.

◆ **TASK 5.4: Issue Request for Proposal on MITN/Bidnet** [Purchasing]

◆ **TASK 5.5: Hold Pre-Bid Meeting** [DPA Representative]

◆ **TASK 5.6: Proponents Submit Questions via MITN/Bidnet**

◆ **TASK 5.7: County Responds to Questions via MITN/Bidnet** [DPA Representative]

◆ **TASK 5.8: Proposals Due via MITN/Bidnet**

◆ **TASK 5.9: Selection Committee Scores Proposals**

◆ **TASK 5.10: Consulting Firm/Team Final Selection Interviews (As Needed)**

◆ **TASK 5.11: Notice of Award to Consulting Firm/Team** [Purchasing]

Task 6: Plan Project Management

◆ **TASK 6.1: Identify Project Manager (PM)** [DPA Representative]

◆ **TASK 6.2: Hold Project Kick-Off Meeting** [Consultant Team]

◆ **TASK 6.3: Hold Regular Progress Meetings** [Consultant Team]

◆ **TASK 6.4: Prepare a Project Management Plan (PMP)** [Consultant Team]

◆ **TASK 6.5: Prepare a Public Engagement Plan (PEP)** [Consultant Team]

Task 7: Data Collection and Discovery Phase

◆ **TASK 7.1: Previous Plan/Study Review** [Consultant Team]

◆ **TASK 7.2: Existing Conditions Analysis** [Consultant Team]

◆ **TASK 7.3: Summarize Findings** [Consultant Team]

Task 8: Stakeholder Engagement

- ◆ **TASK 8.1: Prepare Online Survey, Focus Group Meetings, Meetings, etc.** [Consultant Team]
- ◆ **TASK 8.2: CVT Staff, Elected Officials, MMPC, BOC, Health Department** [Consultant Team]
- ◆ **TASK 8.3: Adjacent Counties & SEMCOG** [Consultant Team]
- ◆ **TASK 8.4: Waste Haulers** [Consultant Team]
- ◆ **TASK 8.5: Facility Operators, MRF, etc.** [Consultant Team]
- ◆ **TASK 8.6: Metal Waste** [Consultant Team]
- ◆ **TASK 8.7: Electronic Waste** [Consultant Team]
- ◆ **TASK 8.8: Household Hazardous Waste** [Consultant Team]
- ◆ **TASK 8.9: Yard Waste** [Consultant Team]
- ◆ **TASK 8.10: Food Waste** [Consultant Team]
- ◆ **TASK 8.11: Packaging** [Consultant Team]
- ◆ **TASK 8.12: Businesses/Brokers** [Consultant Team]
- ◆ **TASK 8.13: Residents** [Consultant Team]
- ◆ **TASK 8.14: Other Products-Textiles, Wood, Rubber Products, etc.** [Consultant Team]

Task 9: Analysis and Opportunities Phase

- ◆ **TASK 9.1: Gap Analysis and System Needs Assessment** [Consultant Team]
- ◆ **TASK 9.2: Best Management Practices Evaluation and Recommendations** [Consultant Team]
- ◆ **TASK 9.3: Supporting Policy and Funding Mechanisms Evaluation** [Consultant Team]
- ◆ **TASK 9.4: Draft Model Ordinances/Policies** [Consultant Team]

Task 10: Prepare Draft Materials Management Plan

- ◆ **TASK 10.1: Prepare Draft Plan** [Consultant Team]
- ◆ **TASK 10.2: Goals and Objectives** [Consultant Team]
- ◆ **TASK 10.3: Action Plan** [Consultant Team]
- ◆ **TASK 10.4: Prepare Strategy to Implement Plan and How to Fund** [Consultant Team]
- ◆ **TASK 10.5: Prepare Strategy to Identify Responsible Parties to Implement Plan** [Consultant Team]
- ◆ **TASK 10.6: Identify Tasks and Timelines to Meet Plan Goals & Objectives** [Consultant Team]
- ◆ **TASK 10.7: Financial Strategies** [Consultant Team]

Task 11: Plan Adoption

- ◆ **TASK 11.1: MMPC Approves Draft MMP** [MMPC]
 - a. MMPC reviews and approves the draft MMP for public review and comment for a minimum of 60 days.
- ◆ **TASK 11.2: Prepare Notice of Draft Plan Review and Public Hearing** [Consultant Team]
 - a. Publish the notice in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
 - b. The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.
- ◆ **TASK 11.3: 60-Day Required Public Comment Period** [DPA Representative]
 - a. Share the MMP draft for public review and comment for a minimum of 60 days.
- ◆ **TASK 11.4: Hold Public Hearing** [MMPC]
 - a. Conduct a public hearing on the MMP during the public comment period.
 - b. A public notice of the hearing must be published at least 30 days prior to the hearing.
- ◆ **TASK 11.5: Plan Revisions** [DPA Representative]
 - a. After 60-day public comment period, DPA has 30 days to revise MMP (as needed) and send back to MMPC for approval.
- ◆ **TASK 11.6: Plan Adoption by CAA** [CAA]
 - a. CAA Passes Resolution Adopting MMP.
- ◆ **TASK 11.7: CVT Approval of MMP** [DPA Representative]
 - a. Send approved MMP to all CVTs in the county for approval by resolution. After 120 days, 67% approval is required from CVTs that voted on the MMP
- ◆ **TASK 11.8: DPA Submits MMP to EGLE for Final Approval** [DPA]

Task 12: Plan Implementation

- ◆ **TASK 12.1: Work Toward Meeting Goals and Objectives** [DPA, MMPC, TBD]
- ◆ **TASK 12.2: New Program Development or Program Enhancement** [DPA/MMPC]
- ◆ **TASK 12.3: Funding** [DPA/MMPC]
- ◆ **TASK 12.4: Education** [DPA/MMPC]
- ◆ **TASK 12.5: Outreach** [DPA/MMPC]
- ◆ **TASK 12.6: Data Collection, Updates/Maintenance** [DPA]
- ◆ **TASK 12.7: Partnerships and Collaborations** [DPA/MMPC]