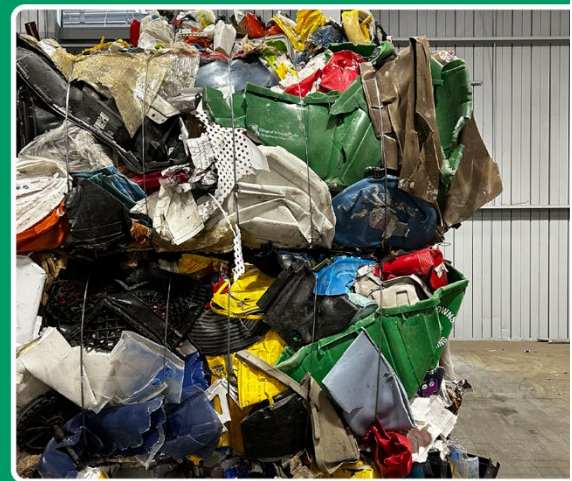


Year 1



OAKLAND COUNTY

MATERIALS MANAGEMENT PLAN

WORK PROGRAM: YEAR 1

APRIL 2025 – APRIL 2026

Approved by the Oakland County:

Materials Management Planning Committee
on February 24, 2025

County Approval Agency
on March 6, 2025



2025 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
Email: woodwardd@oakgov.com

DESIGNATED PLANNING AGENCY

Office of the County Executive

DPA Representative + MMP Grant Manager: Whitney Calio, Principal Planner
Email: caliow@oakgov.com
Phone: (248) 858-2071

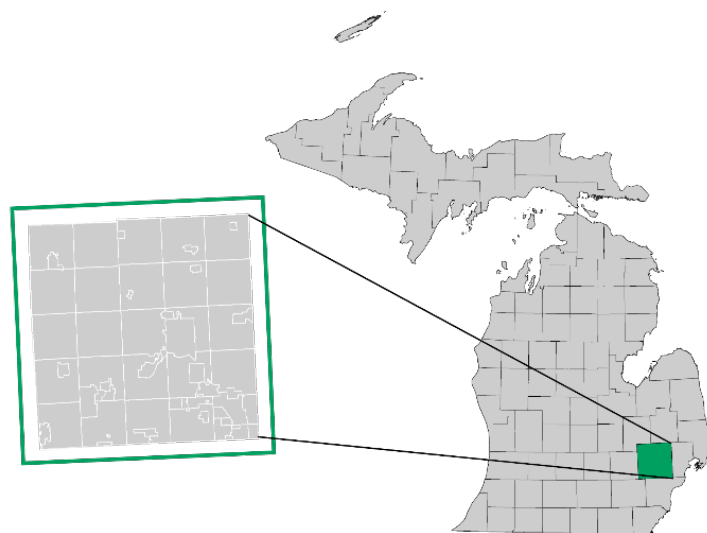
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BACKGROUND

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.

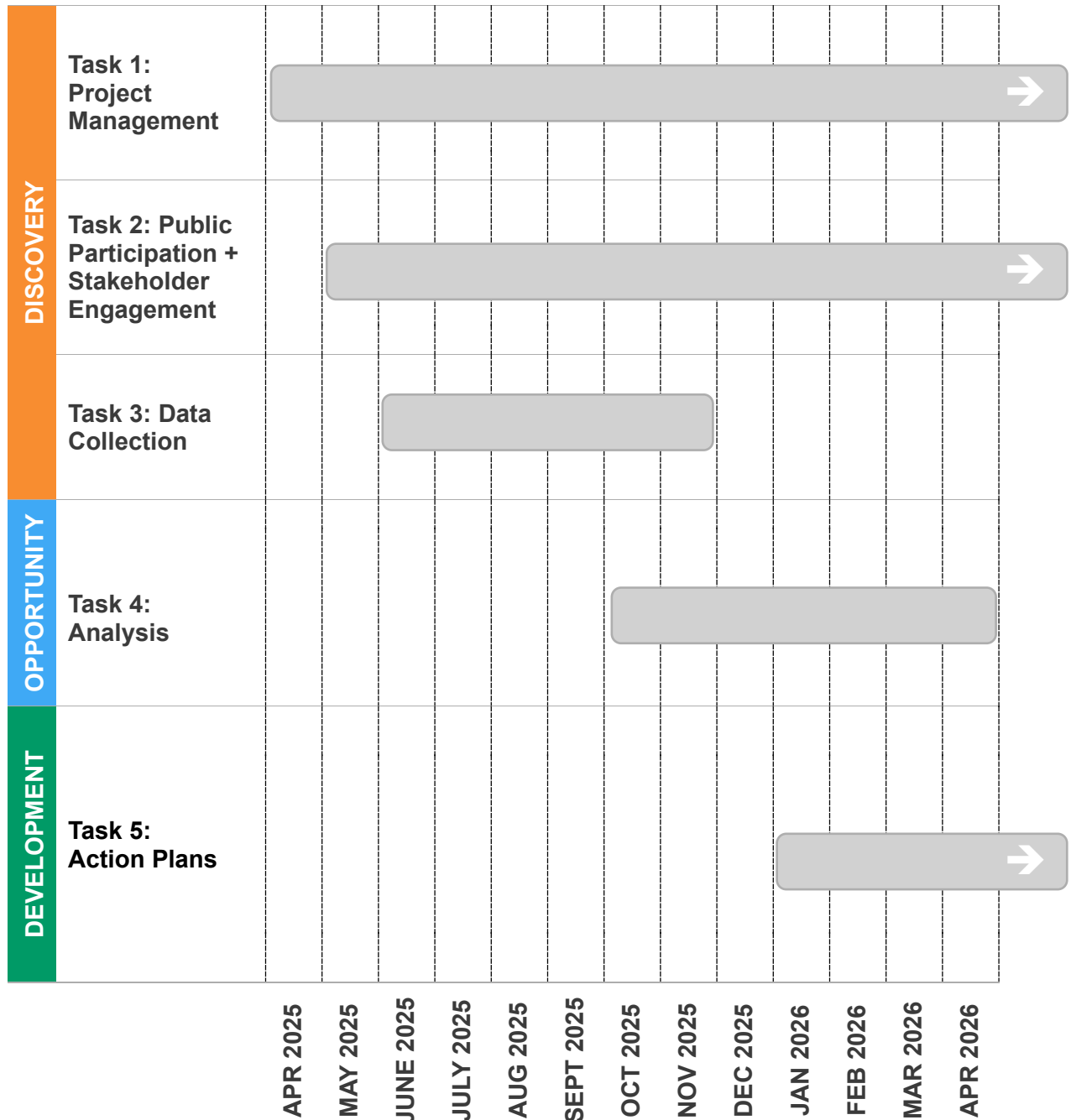


Oakland County, MI

TIMETABLE

Proposed Milestone Schedule

The following timetable includes only the Year 1 proposed milestone schedule. It anticipates that the EGLE MMP Grant Agreement is executed in April 2025 followed by the kickoff of the plan development process. All remaining tasks required to complete the preparation of the draft Oakland County Materials Management Plan and related tasks for the required review, approval and implementation will be included in future Work Programs (this includes Task 6: MMP Development, Task 7: MMP Adoption + Approval, and Task 8: Implementation).



TASKS

[Agency] = Primary Responsible Party

Task 1: Project Management

- TASK 1.1: Identify Project Manager (PM)** [Consultant Team]
- TASK 1.2: Hold Project Kickoff Meeting** [Consultant Team]
- TASK 1.3: Hold Regular Progress Meetings** [Consultant Team]
- TASK 1.4: Prepare a Project Management Plan (PMP)** [Consultant Team]
- TASK 1.5: Prepare a Public Engagement Plan (PEP)** [Consultant Team]
- TASK 1.6: Hold Regular Steering Committee Meetings** [Consultant Team]

Task 2: Public Participation + Stakeholder Engagement

- TASK 2.1: Conduct an Online Public Survey** [Consultant Team]
- TASK 2.2: Conduct Facilitated Focus Group Meetings** [Consultant Team]
- TASK 2.3: Host Open House Style Meetings** [Consultant Team]
- TASK 2.4: Conduct Stakeholder Input Meetings** [Consultant Team]
- TASK 2.5: Conduct SOAR Analysis** [Consultant Team]

Task 3: Data Collection

- TASK 3.1: Previous Plan/Study Review** [Consultant Team]
- TASK 3.2: Market Analysis** [Consultant Team]
- TASK 3.3: Forecast Modeling** [Consultant Team]
- TASK 3.4: Data Development for Performance Indicators and Benchmarks** [Consultant Team]

Task 4: Analysis

- TASK 4.1: Gap Analysis and System Needs Assessment** [Consultant Team]
- TASK 4.2: Best Management Practices Evaluation and Recommendations** [Consultant Team]
- TASK 4.3: Supporting Policy and Funding Mechanisms Evaluation** [Consultant Team]
- TASK 4.4: Model Ordinances and Sample Agreements** [Consultant Team]

Task 5: Action Plans

- TASK 5.1: Facility Siting Process** [Consultant Team]
- TASK 5.2: Enforcement Process** [Consultant Team]
- TASK 5.3: Plan Amendment Process** [Consultant Team]
- TASK 5.4: Data Management Action Plan** [Consultant Team]
- TASK 5.5: Funding Action Plan** [Consultant Team]
- TASK 5.6: Education, Outreach and Marketing Action Plan** [Consultant Team]
- TASK 5.7: Collaboration Action Plan** [Consultant Team]

PUBLIC PARTICIPATION + STAKEHOLDER ENGAGEMENT

In Task 1, the Consultant Team will prepare a detailed Public Engagement Plan that outlines the strategy for communicating with and involving a variety of individuals, groups, business, municipalities, and organizations throughout the Materials Management planning process. The Public Engagement Plan will be a working document that may be adapted and adjusted as the strategic planning process unfolds and will include a calendar of engagement activities. The calendar will help the County's Project Team and Consultant Team to set clear timelines and milestones for the planning process and ensure that invitations and communications to stakeholders may be planned well in advance of public meetings and open houses. The Steering Committee will review and provide input on the Public Engagement Plan. Any needed translation services will also be identified in the Public Engagement Plan.

The key objectives for the MMP public participation and stakeholder engagement opportunities include:

1. To raise awareness of a range of stakeholders and community residents about the shift to a Materials Management System and the Circular Economy in Oakland County.
2. To educate local governments and elected officials on the importance and value of a comprehensive and coordinated Materials Management System.
3. To coordinate with industry experts and business leaders.
4. To include voices of underserved communities and underrepresented business sectors to ensure they see themselves as part of the larger Materials Management effort.

The target stakeholders to engage with during the Materials Management planning process include, but are not limited to: residents, municipal staff, elected officials, materials management planning committee, board of commissioners, health department, adjacent counties, SEMCOG, waste haulers, facility operators, business owner/operators, commodities market brokers, non-profits, sustainability focused organizations, industry experts managing – metal waste, electronic waste, household hazardous waste, yard waste, food waste, packaging, disaster debris, and other products like textiles, wood, and rubber products.

The County's project team will work with the consultant team to prepare communication materials and a detailed public engagement calendar that outlines the dates, locations, activities, target stakeholders, and timing of external communications. This will help to set clear timelines and milestones for the planning process and ensure that invitations and communications to stakeholders are sent well in advance of the various public and stakeholder engagement opportunities. Meetings, open houses, and the public survey website will be promoted through a variety of methods that may include flyers, QR codes, postings in newsletters, email distribution, social posts, ads in local media, and project website.

A variety of public participation and stakeholder engagement opportunities are planned during the MMP process. This includes conducting an online public survey, 1-on-1 facilitated focus group meetings with residents, open house style meetings with interactive displays and discussions with project team members, meeting presentations, 1-on-1 facilitated stakeholder focus group meetings with key decisionmakers and industry experts, and a SOAR Analysis that will focus on the present and future conditions of the Materials Management System to create a shared vision and identify the Strengths, Opportunities, Aspirations, and Results.

COSTS

Materials Management Plan Budget: Year 1

Date Prepared: 2/3/2025

Michigan Department of Environment, Great Lakes, and Energy				
Sustainability Section				
Budget Template				
Applicant Name:	Whitney Calio, Oakland County DPA Representative + MMP Grant Manager			
Project Title:	Oakland County Materials Management Plan (Year 1)			
SIGMA VSS:	CV0048080			
		Match (\$)		
Description of Contractual Services	Grant (\$)	Monetary	In-Kind	Total (\$)
Develop the initial Materials Management Plan for Oakland County (Year 1: Task 1 to Task 5) using a competitive bid process as the basis of cost for contractual services, which includes, but is not limited to: 1. Conducting all work associated with developing the initial Materials Management Plan (MMP) for Oakland County. 2. Complying with Part 115 of PA 451 of 1994, as amended and its Administrative Rules. 3. Incorporating all MMP requirements and plan format as directed by EGLE. 4. Including meaningful public participation and stakeholder engagement opportunities.				
	\$320,000.00	\$ -	\$ -	\$320,000.00
Contractual Services Subtotal		\$320,000.00	\$ -	\$ -
		Match (\$)		
	Grant (\$)	Monetary	In-Kind	Total (\$)
Total Cost		\$320,000.00	\$ -	\$ -
NOTE: In order to receive reimbursement for costs covered under the grant agreement, selected applicants must submit the following documentation: Invoice/Receipt/Payroll Summary/Contract for expenses incurred, AND proof of payment via bank statement or cleared check.				

PROJECT TEAM

The following table outlines the key Project Team and responsibilities to complete Year 1 MMP Tasks as outlined in this Work Program.

Position	Responsibilities
Consultant – TBD Consultant Team may include a Project Manager, Planner, Graphic Designer, Communications Staff, Analysts, Admin Support Staff, and others as outlined in the proposal of the selected Consultant.	• Conducts all work associated with developing the initial MMP for Oakland County. • Ensures compliance with Part 115 of PA 451 of 1994, as amended and its Administrative Rules. • Incorporates all MMP requirements and plan format as directed by EGLE. • Includes meaningful public participation and stakeholder engagement opportunities.
MMP Committee	• Advise and assist the County with its responsibilities to prepare, develop, and implement the Oakland County MMP pursuant to the Act.
Steering Committee	• Help guide the project, provide feedback, and attend meetings as needed. • Review and comment on the Public Engagement Plan. • Review and comment on MMP related deliverables.
DPA Representative	• Be the primary point of contact for the Consultant Team. • Coordinate with MMP Committee, County staff, and Steering Committee. • Monitor the project’s progression, workflow, and review invoices.
Department of Economic Development Staff	• Provide assistance to the DPA Representative as needed. • Update MMP website content.
BOC Staff	• Provide project support. • Prepare MMP Committee meeting minutes.
Fiscal Services	• Process payments to the Consultant. • Ensure EGLE MMP Grant Compliance. • Ensure compliance with County policies and procedures.
Purchasing	• Issue RFP and oversee the process to hire a consultant through a competitive bid. • Prepare and execute contract with the Consultant. • Oversee the contract compliance with the Consultant.
Corporation Counsel	• Assist with reviewing plan information related to Facility Siting, Enforcement, and Plan Amendment Processes.