

## 5. **DISCUSSION RELATING TO SOLID WASTE ISSUES**

The scope of the issue is:

Is there a way to prevent commingling of “compost and recycling materials” with the “regular trash?”

Mr. Glenn identified the following issues:

- How is “recycling” handled under Chapter 3-14 Solid Waste Management?
- How is solid waste collection handled?

Discussion ensued regarding the following possible ways to deal with this issue:

- enforce the ordinance pertaining to Quarterly Reports.
- require haulers to hand-in landfill tickets.
- require that haulers designate a separate vehicle for recyclables.

It was noted that haulers would pass on additional costs to the residents.

Discussion included the following comments:

- Materials from 1993 require additional review.
- The City needs to investigate a single hauler for solid waste.
- It was suggested that an Ad Hoc Citizen Advisory Committee be developed to review the situation, provide a report and be a part of the presentation to Council.
- It was recommended that an Ad Hoc Citizen Advisory Committee bring recommendations back to this Committee.
- Additional staff and staff time may be necessary to enforce separating recyclables.
- It is not cost effective to deal with a specific issue, rather than dealing with the issue as a whole.
- An Ad Hoc Citizen Advisory Committee could look at the feasibility of implementing a solid waste program.

### **Committee requests made of City Staff:**

Mr. Glenn was requested to prepare a memo regarding resources required to police haulers to separate recyclables. It was requested this information be provided prior to the establishment of an Ad Hoc Citizen Advisory Committee.

## 6. **REVIEW OF OPTIONS FOR MUNICIPAL WATER SYSTEM EXTENSIONS AND CONNECTIONS**

Chairperson Gaber removed Item 6 from the Agenda; the matter to be discussed at a future

**Minutes** of the **COMMUNITY DEVELOPMENT & VIABILITY COMMITTEE**, held at the Rochester Hills Municipal Building, 1000 Rochester Hills Drive, Rochester Hills, Oakland County, Michigan, Room 110, on Thursday, July 22, 1999

**1. CALL TO ORDER**

Chairman John Gaber called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

City Council Members Present: Chairman John Gaber, Member Melinda Hill

Absent: Member Susan deCaussin

**QUORUM PRESENT**

Staff Members Present: Bill Dinnan, Director of the Building Department  
Pat Goodwin, Director of Planning/Zoning Department

**3. APPROVAL OF MINUTES - Regular Meeting of March 18, 1999**

It was noted that City Council Members of this Committee did not receive a copy of the March 18, 1999 Minutes.

**MOTION** by Gaber, seconded by Hill,

**Resolved**, that the Minutes of the Community Development & Viability Committee held on Wednesday, March 18, 1999, be approved, as presented.

Ayes: Gaber, Hill  
Nays: None  
Absent: deCaussin

**MOTION CARRIED**

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**5. SOLID WASTE ISSUES - Discussion**

Committee Members discussed the history of solid waste issues in the City, and set forth the following objectives:

- Reduce Costs
- Reduce Waste Hauler Traffic
- Eliminate Leaf Burning
- Improve Safety
- Improve Esthetics

➤ Hazardous Waste Disposal

To achieve the objectives, Mr. Gaber suggested formation of a committee comprised of residents, under the direction and guidance of the Community Development & Viability Committee.

Ms. Hill suggested hiring a consultant, well versed on the issues of solid waste, to serve as a facilitator for the proposed resident committee, to lead them through the process.

After Committee members discussed various options, including a review of historical information, the following was determined as a means to achieve the solid waste objectives:

(Refer to Chart on Page 3)

<b><u>SOLID WASTE</u></b>		
<b>RESPONSIBILITIES</b>		
<b><u>Community Development &amp; Viability Steering Committee</u></b>	<b><u>Facilitator</u></b>	<b><u>Committee</u></b>
<b>RFP for Facilitator</b>	<b>Prepare Meeting Agenda</b>	<b>Reading Background Report/Info.</b>
<b>Set Scope of Work for Facilitator/Committee</b>	<b>Lead/Guide Committee Meetings</b>	<b>Attend Two (2) Meetings/Month</b>
<b>Find Committee Members</b>	<b>Work w/Committee Chairperson in Collaborative Effort</b>	<b>Gather Information</b>
<b>Interview/Select Facilitator</b>	<b>Work w/Staff Liaison (Mark Glenn?)</b>	<b>Carry Out Special Assignments</b>
<b>Establish: - Time Line - Reporting</b>	<b>Prepare Reports, Agendas, Other Necessary Materials</b>	<b>Obtain Citizen Input</b>
	<b>6 Months / 250 Hours</b>	<b>Define Present Report on Preferred Options/Plan</b>

Mr. Gaber expressed the Committee's appreciation for the enthusiasm and concern

shown by Mr. Mark Glenn, Manager of Ordinance Services, regarding the solid waste issue.

Committee members concurred that the following should be completed for the next Community Development & Viability Committee meeting to be held August 26, 1999:

- Contact Potential Facilitators - Mark Glenn, Manager of Ordinance Services
- Contact Candidates to serve on the Resident Committee - City Council Members and Alisa Healy, City Information Coordinator

Items to be addressed at the Community Development & Viability Committee meeting to be held on August 26, 1999:

- Potential Facilitators to be solicited
- Potential Resident Committee members to be solicited
- Scope of Work to be determined
- RFP for the Facilitator to be developed

**7. ANY OTHER BUSINESS**

None

**ITEMS MOVED TO A FUTURE AGENDA:**

4. **REVIEW OPTIONS** - Municipal Water System Extensions and connections (Carryover from May 27, 1999 Meeting)

6. **STORM DRAINAGE** - Discussion

8. **NEXT MEETING:**

Thursday, August 26, 1999, 5:30 p.m., Rm. 110

9. **ADJOURNMENT**

There being no further business to discuss Mr. Gaber adjourned the Community

## 11. CITY COUNCIL COMMITTEE REPORTS

President Gaber reported on Community Development and Viability issues:

- Solid Waste is being discussed and the following is under consideration:
  - Establish a seven (7) member Ad Hoc Committee of residents.
  - Retain a facilitator to guide the Ad Hoc Committee through the process.
    - Use budgeted funds.
    - Provide the committee with information and conduct an analysis.
  - Community Development & Viability to act as a Steering Committee.
    - Set forth the objectives of the Ad Hoc Committee.
    - Establish meetings to be held twice a month for a 6 month period.
  - The Ad Hoc Committee to conduct Public Forums for input and to forward their recommendation to City Council.
  - Members were requested to submit names of persons recommended to serve on the Ad Hoc Committee to President Gaber.

Be it noted for the Record, the time is 11:00 p.m.

No Council member offered to suspend Section III A, Number 3 of *City Council Rules of Procedure*, which refers to ending meetings at 11:00 p.m, so that the meeting can continue.

## 12. ANY OTHER BUSINESS

No discussion was conducted.

## 13. ADJOURNMENT

There being no further business to come before Council, President Gaber adjourned the meeting at 11:00 p.m.

JOHN GABER, President  
Rochester Hills City Council

MARILYN A. PAULSEN-TOMASZEWSKI  
Administrative Assistant  
to the City Clerk

BEVERLY A. JASINSKI, Clerk  
City of Rochester Hills

awarded for decreasing congestion and increasing safety, noting that a boulevard is much safer than a five lane road.

#### **4. SOLID WASTE ISSUES:**

Committee members discussed the process of soliciting potential Facilitators and the formation of a Citizen Committee, with the Community Development and Viability Committee acting as a Steering Committee. The discussion included the following:

- Waste hauling in the City may be down to two potential haulers - Great Lakes and Allied.
- Development of a solid waste plan with a facilitator to define parameters that will lead to developing a plan that will ultimately result in a recommendation to City Council.
- Objectives:
  1. Level of Service
  2. Disposal
  3. Cost
  4. How monies will be collected
- Options will be programmed to achieve the above listed objectives.
- Public Forums will be held to develop the recommendation to City Council.
- Material supporting analysis of other options, regarding pros and cons, will be presented with the recommendation to City Council.

#### **5. REQUESTS OF ADMINISTRATION**

Mr. Gaber indicated the Committee has requested members of the City Administration pursue the following, during the next two (2) months:

- Preliminary interview of potential facilitators.
- Prepare and send out RFQ.
- Provide a response to the Community Development and Viability Committee to aid in determining which candidates to interview.

Mr. Ott stated that Administrative Staff will provide updates to the Community Development and Viability Committee.

Ms. deCaussin suggested obtaining a list of the citizens who worked on the solid waste issue in 1993 and indicated she will contact Mr. Paul Zelenak, Strategic Planning Coordinator, regarding names of citizens who were interested in the solid waste issue at "Speak Up" meetings.

Ms. Hill will be reviewing various informational material pertaining to the solid waste issue.

Mr. Gaber noted he will contact Ms. Alisa Healy, City Information Coordinator, requesting information appear in the *Rochester Hills Quarterly* regarding establishment of the Solid Waste Citizens Committee. He suggested potential members of the Citizen Committee be contacted personally.

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**7. NEXT MEETING:**

Thursday, September 23, 1999, 5:30 p.m., Rm. 110

Committee members concurred the Agenda will include composing questions and establishing an evaluation instrument to rate potential facilitators, relative to their presentations.

**9. ADJOURNMENT**

There being no further business to discuss Mr. Gaber adjourned the Community Development and Viability Committee at 7:16 p.m.



**Minutes of the COMMUNITY DEVELOPMENT & VIABILITY COMMITTEE**, held at the Rochester Hills Municipal Building, 1000 Rochester Hills Drive, Rochester Hills, Oakland County, Michigan, Room 110, on Thursday, September 23, 1999

***Upon examination of the audio tapes of this meeting it was discovered that they were blank. The following information was obtained from notes taken during the meeting.***

**1. CALL TO ORDER**

City Council Member Melinda Hill, called the meeting to order at 5:45 p.m.

**2. ROLL CALL**

Chairman John Gaber gave prior notice that he would not be able to attend this meeting.

City Council Members Present: Members Melinda Hill, Susan deCaussin

Absent: City Council Member John Gaber

**QUORUM PRESENT**

Staff Members Present: Marc Ott, Assistant to the Mayor/City Administrator  
Pat Goodwin, Director of Planning/Zoning Department  
Mark Glen, Manager of Ordinance Services

**3. SOLID WASTE ISSUES:**

- a. Potential Facilitators to be solicited
- b. Potential Resident Committee members to be solicited
- c. Scope of Work to be determined
- d. RFP for the Facilitator to be developed

Committee members addressed the RFQ issue and concurred that the Administration Staff would solicit written Statements of Qualifications (RFQ's) for providing Facilitation/Consulting Services for the development of a comprehensive solid waste Management Program from potential facilitators.

Interested firms/parties shall present five (5) copies of their Statement of Qualifications no later than 4:00 p.m., October 15, 1999.

Committee members will be provided with a list of candidates for interview and presentations will be made before the Community Development & Viability Committee on Saturday, October 30, 1999.

Committee members discussed evaluation criteria to be utilized during the Community Development and Viability Special Meeting to be held October 30, 1999.

4. **REQUESTS OF ADMINISTRATION**

None

5. **ANY OTHER BUSINESS**

6. **NEXT MEETING:**

Thursday, October 28, 1999, 5:30 p.m., Room 110

7. **ADJOURNMENT**

There being no further business to discuss Ms. Hill adjourned the Community Development and Viability Committee at 6:45 p.m.

**Minutes of the COMMUNITY DEVELOPMENT & VIABILITY COMMITTEE**, held at the Rochester Hills Municipal Building, 1000 Rochester Hills Drive, Rochester Hills, Oakland County, Michigan, Room 110, on Saturday, October 30, 1999

**1. CALL TO ORDER**

Chairman John Gaber called the meeting to order at 8:30 a.m.

**2. ROLL CALL**

City Council Members Present: Chairman John Gaber, Member Melinda Hill

Absent: Member Susan deCaussin

**QUORUM PRESENT**

Staff Members Present: Mark Glen, Manager of Ordinance Services

**4. SOLID WASTE ISSUES:**

**4a. Presentations - Potential Facilitator Candidates**

Presentations were made for Facilitation/Consulting Services for development of a comprehensive Solid Waste Management program by the following, who were selected from RFQ's that were submitted:

**Wade-Trim Associates, Inc.  
2522251 Northline Road  
Taylor, Michigan 48180**

Mr. Nicholas P. Lomako, Senior Vice President  
Mr. Ken Pool, Project Innovations  
Mr. Phil Johnson, NTH Consultants, Ltd.

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**Resources Recycling System  
416 Long Shore Drive  
Ann Arbor, Michigan 48105**

Mr. James A. Frey, Principal and CEO  
Ms. Catherine Semer, Senior Consultant

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**Earth Tech, Inc.  
3033 Campus Drive North - Suite 175**

**Minneapolis, Minnesota 55441**

Mr. Tim L. Goodman, Senior Project Manager  
Mr. David Walmsley, Facilitator  
Michael Pratt, Contract Specialist

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**3. APPROVAL OF MINUTES**

**3a. Meeting of May 27, 1999 (Set over from August 26th Meeting)**

**MOTION** by Gaber, seconded by Hill,

**Resolved**, that the Minutes of the Community Development & Viability Committee held May 27, 1999, be approved as presented.

Ayes: Gaber, Hill  
Nays: None  
Absent: deCaussin

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**3b. Meeting of August 26, 1999**

**MOTION** by Gaber, seconded by Hill,

**Resolved**, that the Minutes of the Community Development & Viability Committee held August 26, 1999, be approved as presented.

Ayes: Gaber, Hill  
Nays: None  
Absent: deCaussin

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**3c. Meeting of September 23, 1999**

**MOTION** by Gaber, seconded by Hill,

**Resolved**, that the Minutes of the Community Development & Viability Committee held September 23, 1999, be approved as presented.

Ayes: Gaber, Hill  
Nays: None

Absent: deCaussin

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Following the presentations and approval of the Minutes, Committee Members discussed the candidate presentations including:

- Wade Trim being process orientated; Resources Recycling System being technically orientated and Earth Tech being a combination of process orientated and technically orientated
- Project Innovations, of the Wade Trim Team, has previously worked within the City of Rochester Hills
- Familiarity with the Southeastern Michigan solid waste community
- Company Location - Local vs. Out-of-State
- Methods of Community Education and Involvement
- Awareness of budgeted amount, approved by City Council, to be allocated for the Solid Waste issue
- Experience regarding Product, Outcome, and Process
- Flexibility of working with the Solid Waste Citizen Committee
- Understanding of the Process
- Where does participation end

Committee members completed evaluation forms regarding the candidates.

Following the evaluations, Committee members concurred that each of the three groups would be invited to prepare a Request For Proposal (RFP) indicating that it was too difficult a decision to omit anyone, due to all of the participants being very competitive.

Committee Members concurred they would avoid making a final determination based solely on dollar amounts due to this being a qualitative process

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Mr. Gaber stated he would like to have the Solid Waste Citizen Committee in place by January, 2000.

Ms. Hill requested diverse sections of the community be represented on the Citizen Committee. She suggested utilizing the City web site, cable TV, and advertising in the *Clarion-Eccentric* for recruitment.

Ms. Alisa Healy, City Information Coordinator, suggested an invitation be published in the January edition of the *Rochester Hills Quarterly* for residents interested in becoming members of the Solid Waste Citizen Committee.

Ms. Hill will co-ordinate the soliciting of people to serve on the Solid Waste Citizen Committee.

**5. ANY OTHER BUSINESS**

None

**6. NEXT MEETING:**

Thursday, December 9, 1999, 5:30 p.m., Room 223 at the Rochester Hills Municipal Offices.

**7. ADJOURNMENT**

There being no further business to discuss Mr. Gaber adjourned the Community Development and Viability Committee at 12:12 p.m.

**Minutes of the COMMUNITY DEVELOPMENT & VIABILITY COMMITTEE SPECIAL MEETING**, held at the Rochester Hills Municipal Building, 1000 Rochester Hills Drive, Rochester Hills, Michigan on Thursday, December 9, 1999, at 5:30 p.m. in Room 223

**1. CALL TO ORDER**

Ms. Hill called the Community Development & Viability Committee to order at 5:35 p.m. Michigan Time.

**2. ROLL CALL**

City Council Members Present: Members Melinda Hill, Jim Duistermars,

Absent: Member Bryan Barnett

**QUORUM PRESENT**

Staff Members Present: Tom Dohr, Director of D.P.S.  
Pat Goodwin, Director of Planning/Zoning  
Mark Glen, Manager of Ordinance Services

Staff Member Absent: Bill Dinnan, Director of Building Department

Others Present: John Gaber  
Susan deCaussin

**3. APPROVAL OF MINUTES**

**3a.** Minutes of October 30, 1999

Ms. Hill revised the Agenda and proceeded to Agenda Item 4.

**4. SOLID WASTE ISSUES:**

**4a. Proposal Review - Potential Facilitator Candidates**

Request for Proposals (RFP) were submitted for Facilitation/consulting Services to Develop a Comprehensive Solid Waste Management Program (copies distributed to the three Council Committee Members) by the following:

- 1. Earth Tech, Inc.**  
3033 Campus Drive North - Suite 175  
Minneapolis, MN 55441
- 2. Resources Recycling Systems, Inc.**  
416 Long Shore Drive  
Ann Arbor, MI 48105
- 3. Wade-Trim Associates, Inc.**  
25251 North line Road

- continued -

Taylor, MI 48180

Originally ten (10) Request for Qualifications (RFQ's) were received and reviewed by members of the Administration who narrowed the selection to three RFQ's. The three potential facilitators made their presentations on October 30, 1999. Due to the competitiveness of the presentations it was difficult to eliminate anyone and the three candidates were invited to submit a Request for Proposal (RFP's).

Committee members reviewed each proposal and made comments. The discussion resulted in elimination of Wade Trim Associates, Inc. The order of preference was determined to be :

1. **Resource Recycling Systems**
2. **Earth Tech, Inc.**

The Committee requested Mr. Mark Glenn, Manager of Ordinance Services, check references of Resource Recycling Systems which is the first preference, while being aware of any red flags. Mr. Glenn was requested to inquire as to specifics including:

- How much staff time outside of what was proposed to do, was required
- Did they adhere to their original cost
- Which of the optional work tasks regarding citizen involvement, citizen feedback, and information that are needed as part of this project, would they specifically recommend as part of the process
- Are hours listed in the proposal the number they anticipate they will use or are they the maximum

Mr. Glenn will complete the above mentioned tasks and report back to the Community Development and Viability Committee (CDV).

If questions are answered satisfactory, contract negotiations can begin with the first preference and if they do not succeed, negotiations will proceed with the second preference.

**5. CONTINUED DISCUSSION - Solid Waste Citizen Committee**

A listing of residents who showed interest in serving on the Solid Waste Citizen Committee was provided to CDV Committee members. The proposal of Resource Recycling Systems included assistance with selection of Solid Waste Citizen Committee members to assure the Committee would incorporate a cross section of the community. CDV members concurred to utilize Resource Recycling Systems, if they are selected as the facilitator/consulting service, in selection of appropriate Solid Waste Citizen Committee members.



President Hill reported on **Community Development & Viability Committee** issues:

- < Discussion was held regarding Request For Proposal-s (RFP) received from the three consulting teams that were interviewed. The Administration is presently reviewing and moving forward with negotiations to finalize a contract with one of the groups. Questionnaires have been received from many citizens interested in serving on the Solid Waste Committee and working with the Consultant. It is anticipated a proposal will come to City Council in January for approval, followed by the project moving forward in a six (6) month time frame to provide a solution for solid waste problems in the City.