

**GRAND TRAVERSE, BENZIE, AND LEELANAU COUNTIES
MATERIALS MANAGEMENT PLANNING COMMITTEE**

Friday, January 10, 2025 at 1:00 PM
Benzie Governmental Center
448 Court Place, Beulah, MI 49617

		Page
1.	PLEDGE OF ALLEGIANCE	
2.	ROLL CALL:	
3.	FIRST PUBLIC COMMENT: Public Comment	
4.	APPROVAL OF MINUTES:	
a.	Approval of Meeting Minutes Recommendation: That the minutes be approved as presented. Material Management Program Committee - 08 Nov 2024 - Minutes - Pdf	3 - 6
5.	APPROVAL OF AGENDA:	
a.	Approval of Agenda Recommendation: That the Agenda be approved as presented.	
6.	CONSENT CALENDAR The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Authority motion without discussion. Any member of the Authority, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Authority action adopting the consent calendar.	
a.	Robert's Rules Attachment - Pdf	7 - 12
7.	SPECIAL ORDERS OF BUSINESS:	
a.	EGLE Presentation - Overview of Materials Management Planning Attachment - Pdf	13 - 56
8.	ITEMS REMOVED FROM CONSENT CALENDAR:	
9.	ITEMS OF BUSINESS:	
a.	Review of Draft Work Plan Templates and EGLE's Request for Work Programs; Request for Work Program Extension Discussion Motion to approve staff recommendation to seek EGLE approval for a 45-day extension to the deadline to submit MMPC Work Program. Draft Work Program - Pdf	57 - 86

b. Consulting Services Recommendations 87 - 90

Recommend a motion to approve the scope of work for consulting services for the Development of a Materials Management Plan for Benzie, Grand Traverse, and Leelanau Counties.

[Attachment - Pdf](#)

c. Materials Management Planning Committee; Recommended Members 91

Motion that the Materials Management Planning Committee recommends to the County Approval Agencies to appoint Bill Perkins, Kris Wood, and Jason Barnard to the three vacant positions on the Planning Committee.

[Recommendation to Fill Vacancies on the Planning Committee - Pdf](#)

d. Per Diem 92

Committee to discuss per diem for Committee Members, including potentially providing a recommendation to be shared with CAA's for approval.

[Attachment - Pdf](#)

10. OLD BUSINESS:

11. NEW BUSINESS:

12. ADDITIONAL BOARD COMMENTS:

13. SECOND PUBLIC COMMENT

See Rules Above.

14. NOTICES:

15. ADJOURNMENT



MINUTES Material Management Planning Committee

1:00 PM - Friday, November 8, 2024
2nd Floor Commission Chambers

The Material Management Planning Committee of the Grand Traverse County was held on Friday, November 8, 2024, in the 2nd Floor Commission Chambers.

1 CALL TO ORDER:

Lydia Gulow, Grand Traverse County Resource Recovery Director, called the meeting to order at 1:04 p.m. on Friday, November 8, 2024, in the 2nd Floor Commission Chambers, 400 Boardman Avenue, Traverse City, MI 49684.

2 PLEDGE OF ALLEGIANCE:

Katie Zeits led the Pledge of Allegiance.

3 ROLL CALL:

PRESENT: Jim Palmer (Waste Management), Cory Brown (Northern Disposal), Mike Bevelhymmer (GFL), Sarna Salzman (SEEDS), T.J. Andrews (Grand Traverse County Commissioner), Kama Ross (Leelanau County Commissioner), Matthew Cooke (Networks Northwest)

EXCUSED: Dan Hawkins (Village of Lake Ann)

4 FIRST PUBLIC COMMENT:

- a. Chris Wood, Resident of Grand Traverse County and business owner in Benzie County

*By consensus, discussion regarding board membership was added to old business.
Carried*

5 APPROVAL OF AGENDA:

- a. Approval of Agenda

Motion: by T.J. Andrews, seconded by Sarna Salzman to approve the November 8, 2024 agenda.
Carried

6 SPECIAL ORDERS OF BUSINESS:

- a. None

7 ITEMS OF BUSINESS:

- a. Introductions Overview of the Materials Management Planning Committee and Part 115 of the Natural Resources and Environmental Protection Act.

The following addressed the Committee:

*Lydia Gulow, Grand Traverse County Resource Recovery Director
Dave Schaffer, Benzie County Recycling
Katie Zeits, Benzie County Administration
Chris Forsyth, Grand Traverse County Administration*

- b. Election of Officers - Chairperson and Vice-Chairperson

*Katie Zeits called for nomination.
T.J. Andrews nominated Sarna Salzman as Chair.
T.J. Andrews nominated Matthew Cooke as Vice Chair.*

Nominations accepted by those nominated.

Motion: by T.J. Andrews, seconded by Kama Ross, to appoint Sarna Salzman as Chair and Matthew Cooke as Vice Chair.

Carried

Sarna Salzman took over as Chair of the meeting.

- c. Review Proposed Bylaws

The following address the Committee:

Chris Forsyth, Grand Traverse County Administration

Motion: by Matthew Cooke, seconded by T.J. Andrews that the bylaws as reviewed by joint legal counsel and presented to the Committee be recommended to the Board of Commissioners of each county for consideration of approval.

Carried

- d. Discussion on Consulting Services for MMP Planning, Implementation, and Public Engagement

The following addressed the Committee:

*Maxwell Cameron, Grand Traverse County Community Coordinator
Chris Forsyth, Grand Traverse County Administration*

Dave Schaffer, Benzie County Recycling

Motion: *by T.J. Andrews, seconded by Kama Ross to direct staff to prepare a recommendation for the MMPC for consideration at their next meeting for moving forward with an RFQ/P to begin the process of drafting an updated plan.*

Carried

- e. Committee Meeting Schedule

Motion: *by T.J. Andrews, seconded by Cory Brown to schedule MMPC meetings for the 2nd Friday of each month with the location to rotate between the three partnered counties, at 1:00 p.m., with additional meetings to be called as necessary.*

Carried

8 OLD BUSINESS:

- a. Discussion regarding membership.

The following addressed the Committee:

Dave Schaffer, Benzie County Recycling

Motion: *by T.J. Andrews, seconded by Kama Ross, to direct staff to bring recommendations of members for three membership seats on the Committee to the next meeting.*

Carried

9 NEW BUSINESS:

- a. None

10 SECOND PUBLIC COMMENT

- a. None

11 NOTICES:

The following addressed the Committee:

Chris Forsyth, Grand Traverse County Administration

Sarna Salzman, SEEDS

T.J. Andrews, Grand Traverse County Commissioner

12 ADJOURNMENT

- a. **Motion:** *by T.J. Andrews, seconded by Cory Brown to adjourn the meeting at 2:31 p.m.*

Carried

Material Management Planning Committee
November 8, 2024

Submitted respectfully,



Katelyn Zeits
County Administrator/Controller



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Administration

SUBMITTED BY: Maxwell Cameron, Community Development Coordinator

SUBJECT: Robert's Rules

SUMMARY:

At the November 8, 2024, meeting there was a request to provide an overview of the Robert's Rules of Order Processes to the committee. This agenda item is for informational purposes, attached for your review is a summary of Robert's Rules.

ATTACHMENTS:

[MSG ROBERTS RULES CHEAT SHEET](#)

ROBERTS RULES CHEAT SHEET

Page 2 of 6

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Page 8 of 92

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Chair, I move that_____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Chair, I move that the motion be amended by adding the following words_____."
- After recognition, "Chair, I move that the motion be amended by striking out the following words_____."
- After recognition, "Chair, I move that the motion be amended by striking out the following words, and adding in their place the following words_____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Chair, I move that the question be referred to a committee made up of the following members _____, _____ and _____. After meeting the committee will bring its recommendation to the next available Board meeting"

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Chair, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Chair, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Chair, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Chair, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Chair, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Chair, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Chair, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. If the Chair is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Chair, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chair: "State your point."
- Member: "There is too much noise, I can't hear."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Resource Recovery

SUBMITTED BY: Lydia Gulow, Manager

SUBJECT: EGLE Presentation - Overview of Materials Management Planning

SUMMARY:

EGLE staff will present an overview of the Materials Management Planning process. A copy of the presentation is provided as an attachment to this item.

ATTACHMENTS:

[Planning Slides General GTC Benzie Leelanau](#)

GENERAL MMPC PRESENTATION



Materials Management Planning & Recycling

WHAT: YOU NEED TO KNOW

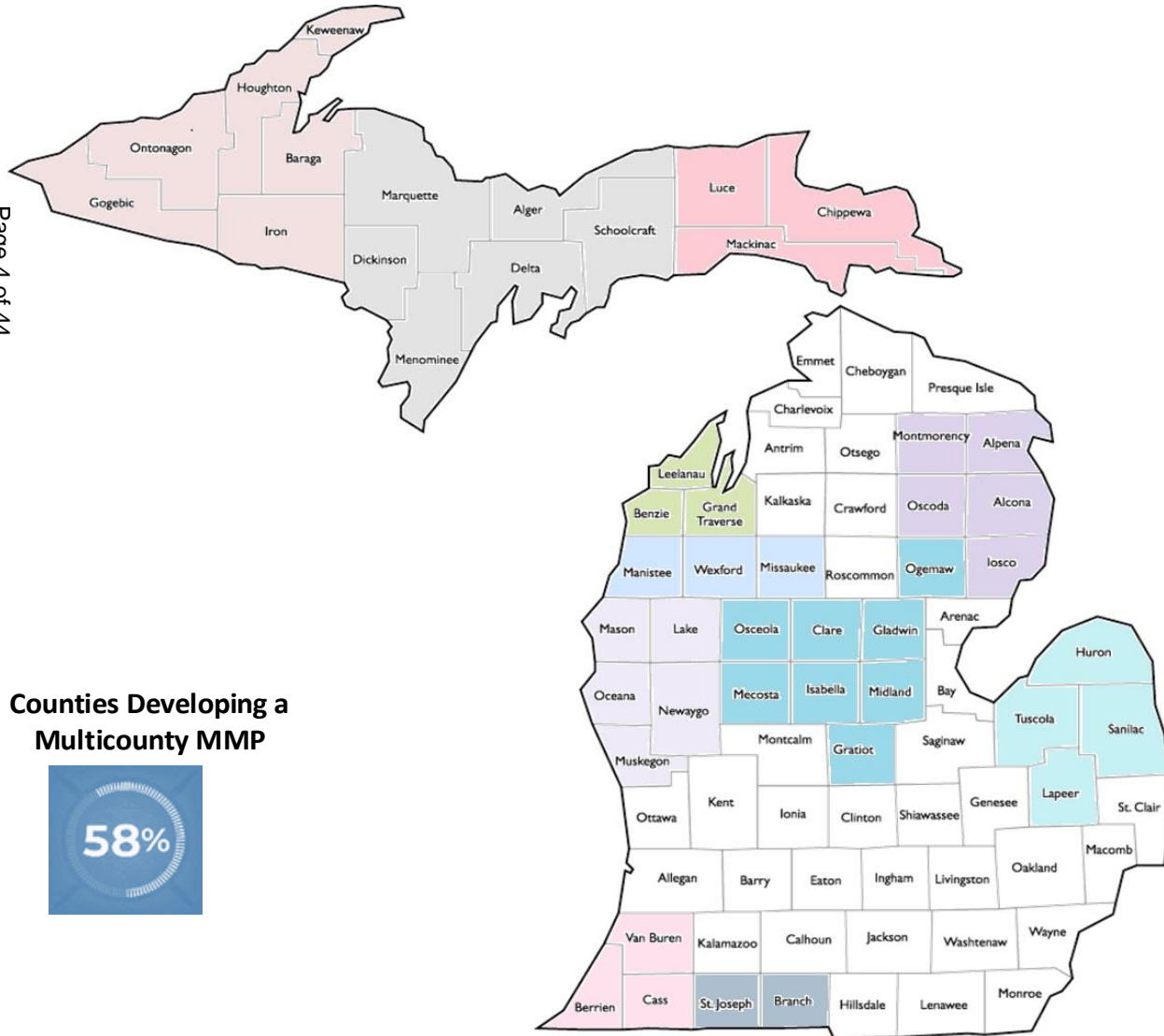
- Focus of planning has shifted towards materials management
- Help to set/achieve priorities & the vision for each Planning Area
- Create needed infrastructure & programs for utilization
- Move Michigan forward toward overall goals
- All Counties have become the CAA
- MMPs starting to be developed soon



MMP Development

(Based on Notice of Intent (NOI) submittals)

Page 4 of 44



Counties Developing a Multicounty MMP



Multicounty MMPs Counties

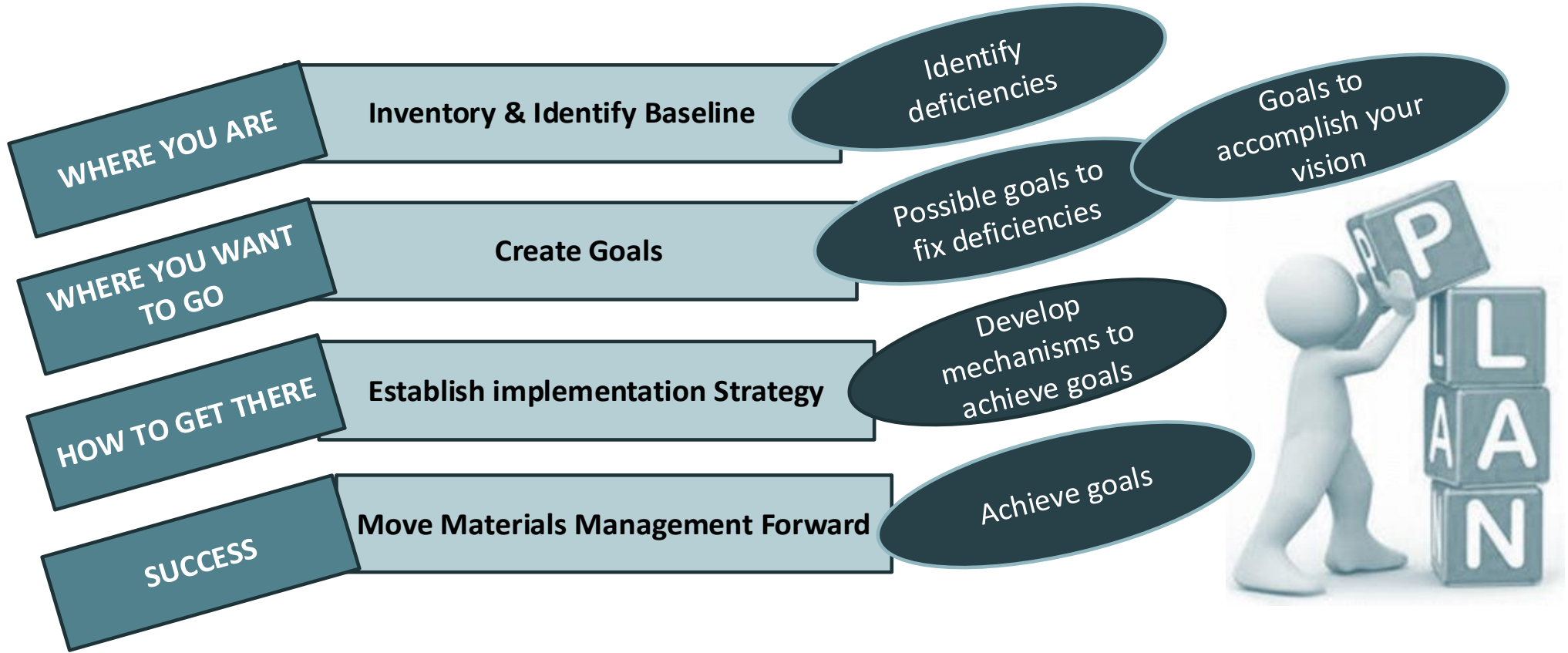
Western Upper Peninsula: Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon	Central Upper Peninsula: Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft
Eastern Upper Peninsula: Chippewa, Luce, Mackinac	Northwest North: Benzie, Grand Traverse, Leelanau
Northwest - South: Manistee, Missaukee, Wexford	West Michigan Shoreline: Lake, Mason, Muskegon, Newaygo, Oceana
Heartland: Clare, Gladwin, Gratiot, Isabella, Mecosta, Midland, Ogemaw, and Osceola.	Thumb Region: Huron, Lapeer, Sanilac, Tuscola
Southwest: Berrien, Cass, Van Buren	Southcentral: Branch, St. Joseph
Northeast Region: Alpena, Alcona, Iosco, Montmorency, Oscoda	

Counties in white are pursuing the MMP as a single county

Page 16 of 92

WHAT: MMP OVERVIEW

Page 5 of 44



WHAT: MMP COMPONENTS

MATERIALS MANAGEMENT PLAN

Page 6 of 44

- ✓ Planning Area Profile
 - ✓ Population
 - ✓ Generation
 - ✓ Materials Management Infrastructure & Systems
 - ✓ Inventory of all facilities
 - ✓ Hauler Service Providers
 - ✓ Other Collection Events
 - ✓ MSW Recycling Rate
- ✓ Materials Management Goals
 - ✓ Diversion of Organics & Recyclables from Disposal
 - ✓ Benchmark Recycling Standards
 - ✓ Implementation Strategy
- ✓ Mechanisms
 - ✓ Funding and Enforcement
 - ✓ Responsible Parties
 - ✓ Siting Process
- ✓ Administration
 - ✓ Responsible Parties



[Website: Materials Management Plan Format](http://www.egle.state.mi.us)

EGLE

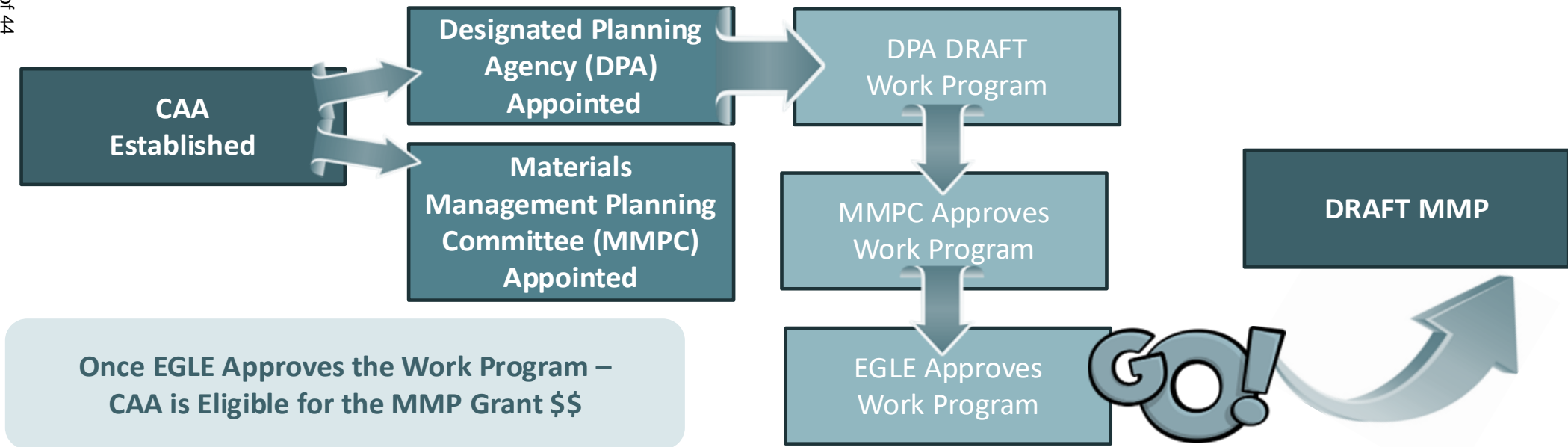
Page 18 of 92

MMP INITIATION CAA NEXT STEPS

County Approval Agency (CAA) Filed NOI

(THE CAA HAS 180 DAYS TO COMPLETE ALL TASKS BELOW)

Page 7 of 44



Page 19 of 92

MATERIALS MANAGEMENT PLANNING COMMITTEE

Page 8 of 44

- 1 Solid waste disposal facility
- 1 Managed materials hauler
- 1 Materials recovery facility
- 1 Compost or anaerobic digester facility
- 1 Waste diversion, reuse, or reduction facility
- 1 Environmental interest group
- 1 Elected official for each: County; Township; and City or Village
- 1 Individual that generates a managed material
- 1 Regional planning agency
- OPTIONAL: An adjacent community business representative

STAKEHOLDER GROUP

Open to
the Public



Multi-County MMP: Standard MMPC plus the following may be appointed per additional county

- 1 Elected county or municipal government official
- 1 Business that generates managed materials within the planning area

PLANNING COMMITTEE

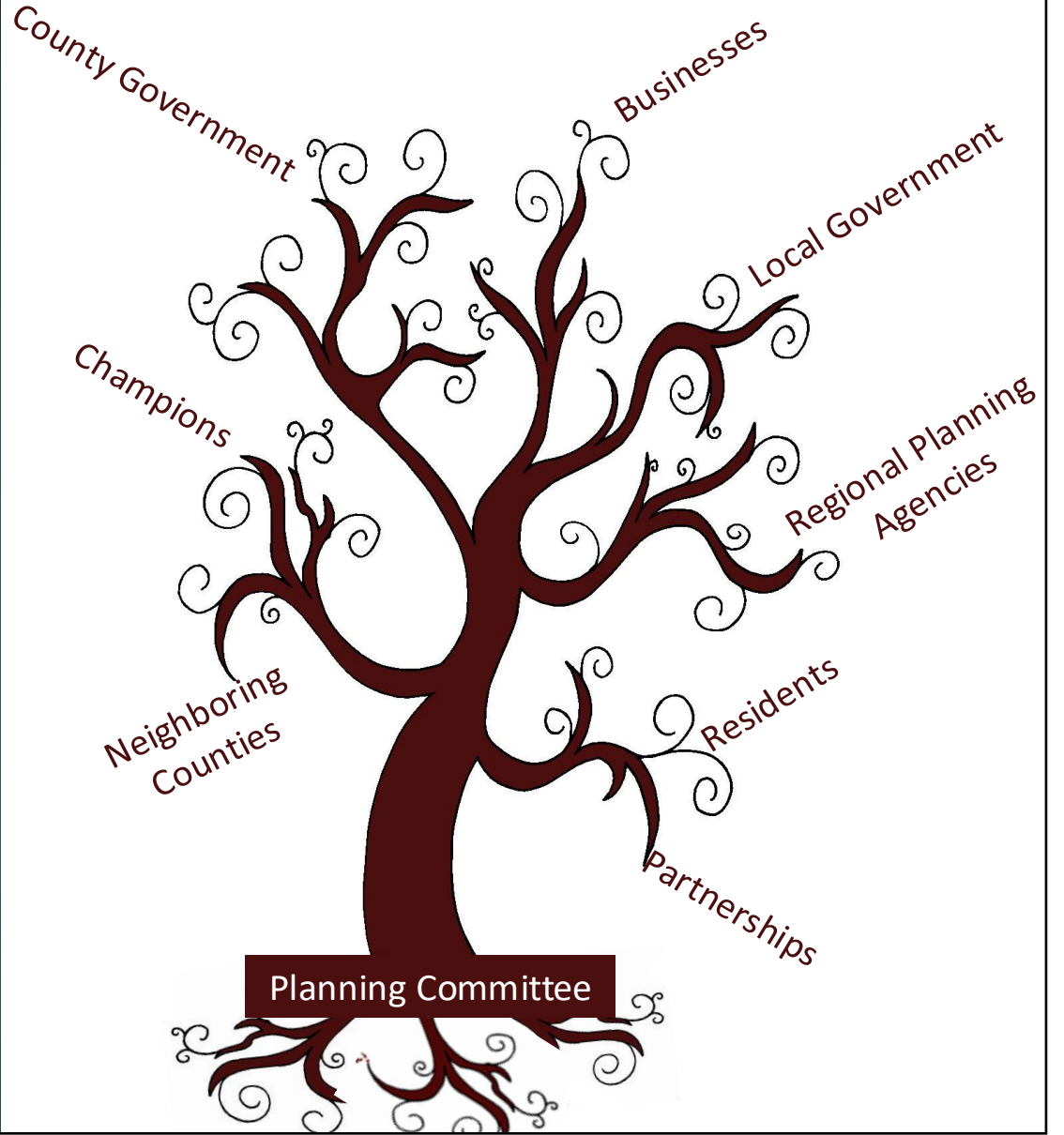
Materials Management Planning Committee (Planning Committee) Duties:

- Directs the DPA in the preparation of the MMP
- Reviews and approves the DPA work program
- Identifies relevant local policies and priorities
- Ensures coordination in the preparation of the MMP
- Advises county (or counties, if multi-county) and municipalities
- Ensures that the DPA is fulfilling all the requirements and rules promulgated under this part, as to both the content of the MMP and the public participation requirement
 - Notify the applicable parties of any identified deficiencies
- Approves MMP prior to public comment
- Provides the final level of approval of the MMP before it is presented for CAA approval

PLANNING COMMITTEE

- Elect a chairperson and other officers, as necessary
- Adopt procedures for the conduct of its business
- Meetings are open to the public
- Standing committee
- A majority of members present at a meeting constitutes a quorum for the transaction of business.
- An affirmative vote from the majority of the members appointed is required for official action to be taken.
- The approval of the MMP requires the affirmative vote of a majority of the full planning committee.

ROLES



ROLES OF LUGS

Page 12 of 44

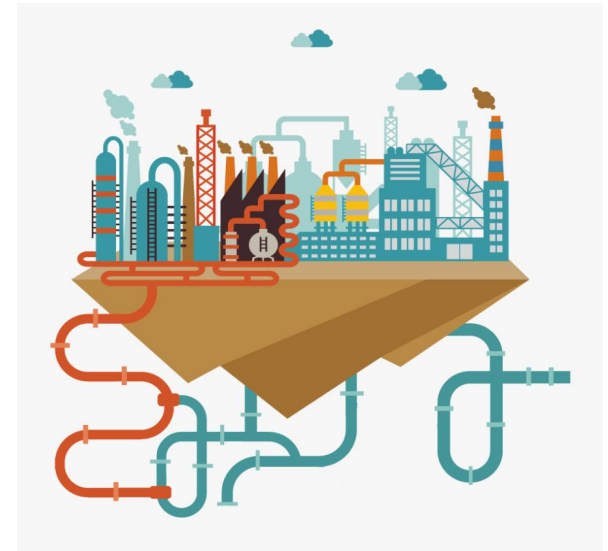
- Contracts for collections should include goals of the MMP
- Agreements or other mechanisms (help to enact)
- Include reporting requirements
- Ensure LUGs goals are identified in the MMP
- Partnerships
- Think about the future
- Look for better ways to manage materials
- Share MMPC notices with your residents/businesses
- Share education developed from the Planning area



ROLES OF BUSINESSES

Page 13 of 44

- Contracts for collections should include goals of the MMP
- Include reporting requirements
- Ensure sustainability/recycling goals are identified in the MMP
- Partnerships
- Think about the future
- If you're an employer:
 - Contracts can be developed with county goals in mind
 - Include & share reporting information
- If you're a facility managing materials:
 - Report online
 - Help counties/planning areas when developing goals & systems needed to manage their materials
- Advocate for better practices & be a voice to help educate others



ROLES OF CHAMPIONS

Page 14 of 44

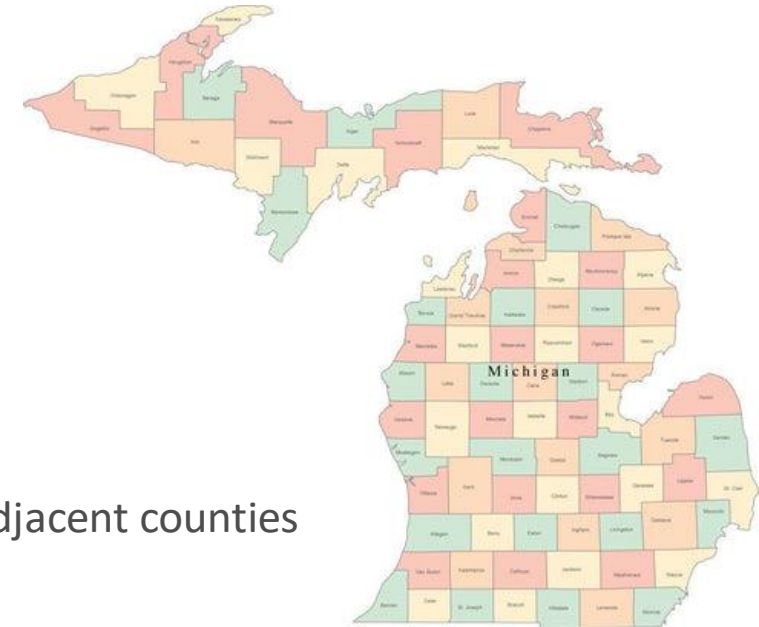
- Share your ideas with the Planning Committee
- Ensure sustainability/recycling goals are identified in the MMP
- Help to create and educate partners
- Think about the future
- Help to develop the vision
- Talk to others about why manage materials better & the vision of the MMP



ROLES OF NEIGHBORING COUNTIES & REGIONS

Page 15 of 44

- Share your ideas with the other Planning Committees
- Help to create and educate partners
- Think about the future
- Talk to others about why
- Create authorities where appropriate
- Be open to communicating with others to achieve a greater goals
- Share knowledge
- Work together
- Proposed facilities may require additional communication with adjacent counties
- Regional planning agencies may help to facilitate collaboration
 - DPA



PLANNING HUB

MMP : www.Michigan.gov/EGLEMMP

Page 16 of 44

Contact

Materials Management Planning
EGLE-MMP@Michigan.gov

[Planning Staff Program Map](#)
[Recycling Specialist Program Map](#)
For local questions, contact your [County or Regional Designated Planning Agency](#)
[Contact](#)

Resources

[Subpart 11 of Part 115](#)
[MMP FAQ](#)
[Planning Quick Guide](#)
[MMP Toolbox](#)

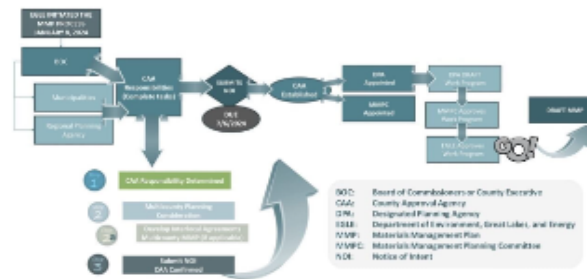
Current Steps

- [BOC Initiation Letter](#) (Official Initiation Date 1/08/2024)
- [Notice of Intent](#) (Official Submittal Form)
- [Notice of Intent \(PDF version\)](#) *please note that all submissions must be completed through the official submittal form
- [Sample Notice Language for the NOI](#)
- [Approval Process Worksheet](#) (track deadlines and due dates)

NEW Materials Management Plans (MMPs) have officially been called for.

New MMPs are in the approval and development process. Materials management planning is a program designed to guide the management of counties' materials, with an emphasis on increasing sustainable practices, such as recycling and composting, in addition to ensuring safe disposal options. These materials can include food waste, yard clippings, recyclables, other source separated materials, and solid waste. The new law establishes statewide recycling goals and standards, and the MMP will identify an implementation strategy to meet those goals.

CURRENT SOLID WASTE MANAGEMENT PLANS WILL REMAIN IN EFFECT UNTIL A NEW MATERIALS MANAGEMENT PLAN IS APPROVED.



PLANNING HUB

MMP : www.Michigan.gov/EGLEMMP

Page 17 of 44

Spotlight on External Resources

- [Managing and Transforming Waste Streams: A Tool for Communities | US EPA](#)
- [MRC Sample Timeline](#)

MMP Tools



Training Resources



Materials Management
County Engagement
(MMCE) Grant Reports



M3 ROADMAP
MATERIALS MANAGEMENT IN MICHIGAN

Materials Management
in Michigan



Mega Data & County
Profile Information



Solid Waste
Management Plans

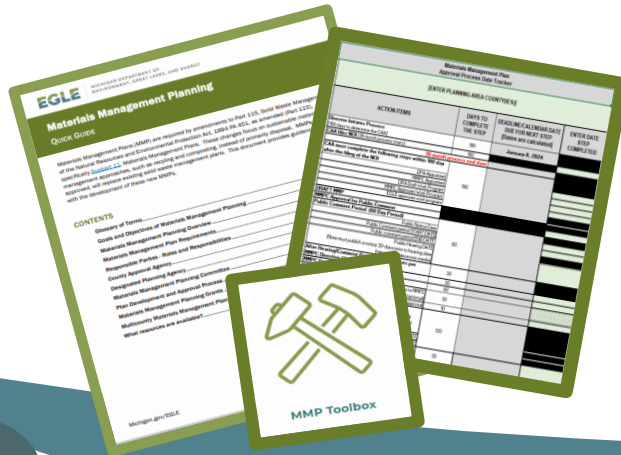


MMP Resources to Help

- MMP Webpage: Michigan.gov/EGLEMMP
 - [Current County Contacts & DPAs](#)
 - [Planning Quick Guide](#)
 - [Q&A](#)
 - [Approval Process Worksheet](#)
 - [Planning First Steps](#) (Gantt Chart Format)

– [MMP Toolbox](#)

- Example Agreements
 - HCA
 - ILA (Recycling & Multicounty)
- Example Ordinances
 - Hauler
 - Recycling/Solid Waste
- Web Resources
 - MAR
 - MRC – MMP
 - EPA (Waste Stream Tool)
 - Make the Case for Recycling (tool)
- MMPC Bylaws
- Recycling Guides
- Worksheets & Info Pages
 - Recycling Cheat Sheet
 - Funding Options



MECHANISMS

Page 19 of 44

Types:

- Ordinances
- Agreements
- Contracts
- Voter Approved Millage
- Public Acts

Focus Areas:

- Funding
- Flow control
- Hauler-licensing
- Reporting
- Enforcement



STEPS FOR SUCCESS

- Think BIG – Think about the FUTURE – Think about your GOALS
- Communicate with your local government officials
- Engage with your planning committee
- Look for a sustainable funding mechanism
- Get input from public & private sectors (surveys)
- Bring all entities (public and private sector) to the table
- Help to educate & facilitate
- Collaborate – Collaborate – Collaborate
- Create Partnerships where able
- Learn about best practices that work in other communities in Michigan
- Tools, resources & technical assistance are available from EGLE. We are happy to help 😊



Where to Find More MMP Information?

Page 21 of 44

MMP Website: Michigan.gov/EGLEMMP

Recycling Website: Michigan.gov/MIrecycles

GovDelivery (Listservs): Michigan.gov/EGLEConnect

- [Materials Management News and Info](#)
- [Materials Management Planning](#)
- [EGLE Grant and Loans](#)

- Where to send questions: EGLE-MMP@Michigan.gov

WHAT TO FOCUS ON NOW

- Seek out MMPC participation
- Look for potential partnerships
- Engage in planning discussions
- Communicate & collaborate
- Start thinking about priorities & future goals
- Watch the MMP Website for resources & upcoming events



Thank You and Questions

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Send Questions



CONTACT YOUR RECYCLING SPECIALIST

Page 24 of 44



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY



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Daniel "DJ" Droste

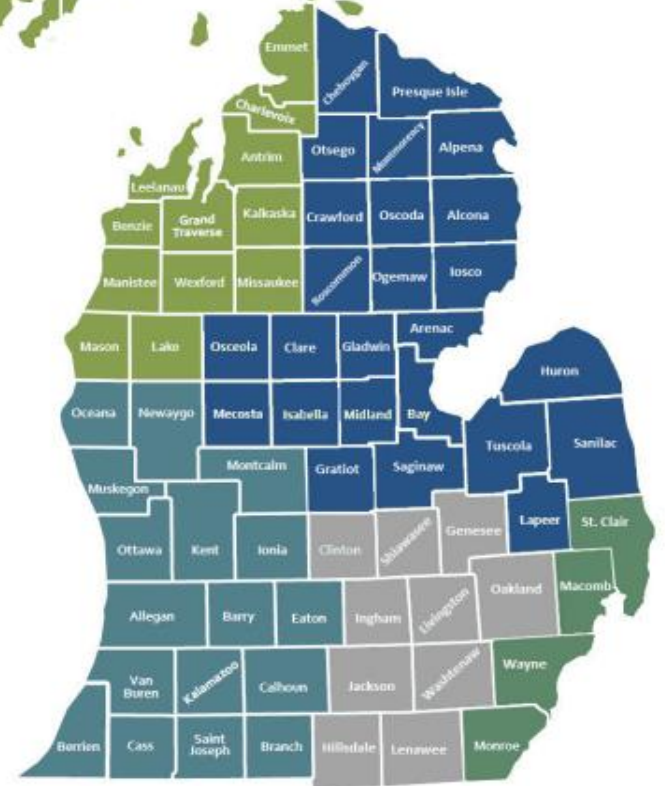
DrosteD3@Michigan.gov | 989-225-6052

Devan Dodge

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Madi Oppperthausen

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EGLE Recycling Program Goals

Increase **Access** to and **Participation** in recycling opportunities

Inform residents and businesses on **How, Where, and Why to Recycle**

Take an **Equitable & Inclusive** approach to expanding recycling in diverse communities.

Train the recycling professionals of tomorrow

Improve the **Quality** of recycled materials

Grow **Markets** for recycled materials

Expand **Infrastructure** to grow recycling capacity

Form **Partnerships** to finance recycling activities

Grow Michigan's **Recycle Rate to 45%**

Recycling as a Climate Solution to Decarbonization

Technical Assistance

Page 26 of 44

- Program/Project implementation, expansion knowledge and support
- Program best practices – curbside & drop-off sites
- Funding mechanisms
- Material Quality/Contamination Reduction
- How to reach your target audience
- Conduct Presentations and Outreach to Local Officials
- Much more



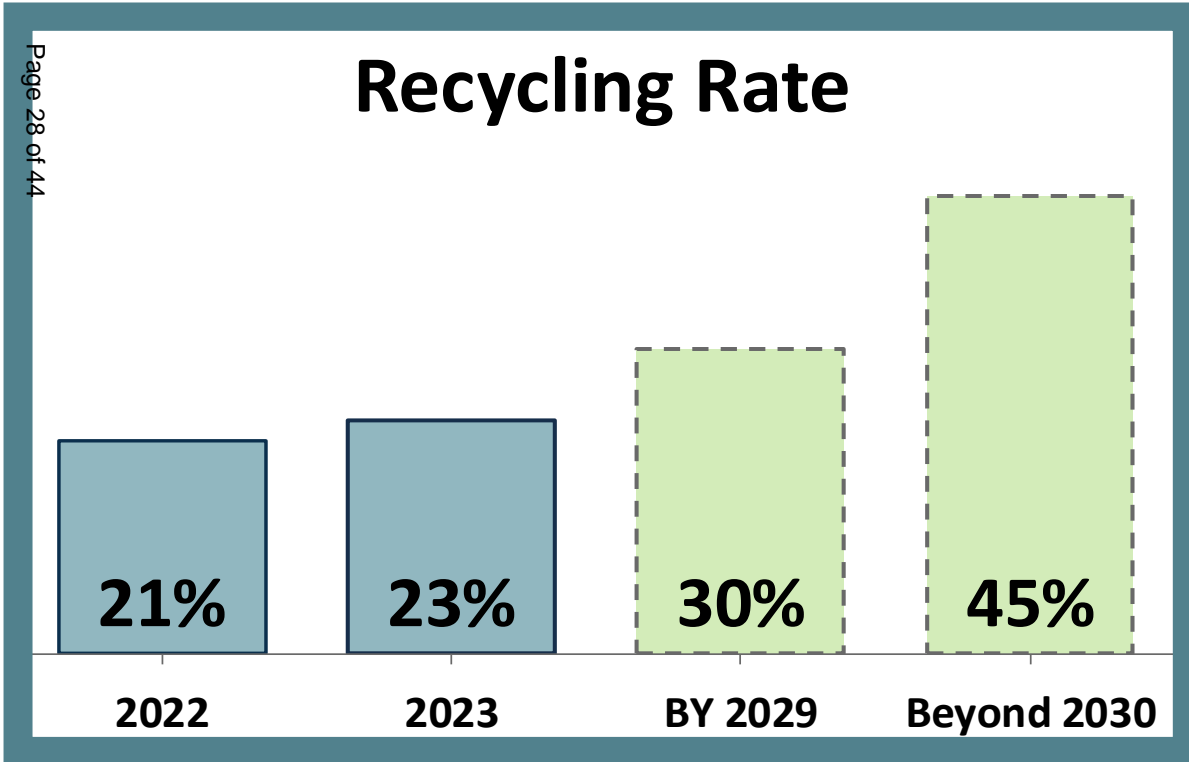
Why is this Important?

Page 27 of 44

- ✓ Shift the focus from landfill capacity to diversion of materials from landfill disposal.
- ✓ Recyclables are not a waste material – they are a feedstock to manufacturing new products.
- ✓ There is a supply gap for recyclable materials.
- ✓ Recycling is a scalable, cost-effective climate solution.



STATE OF MICHIGAN GOALS

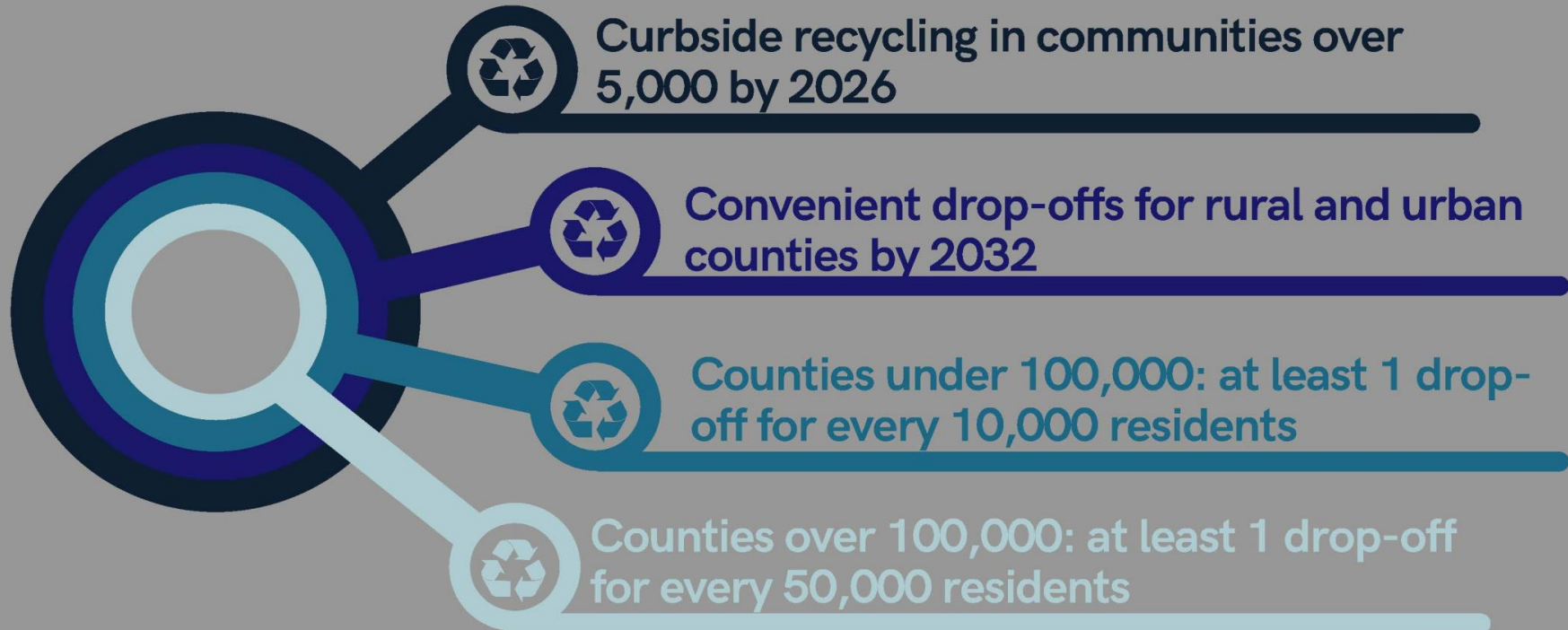


Food Waste Reduction

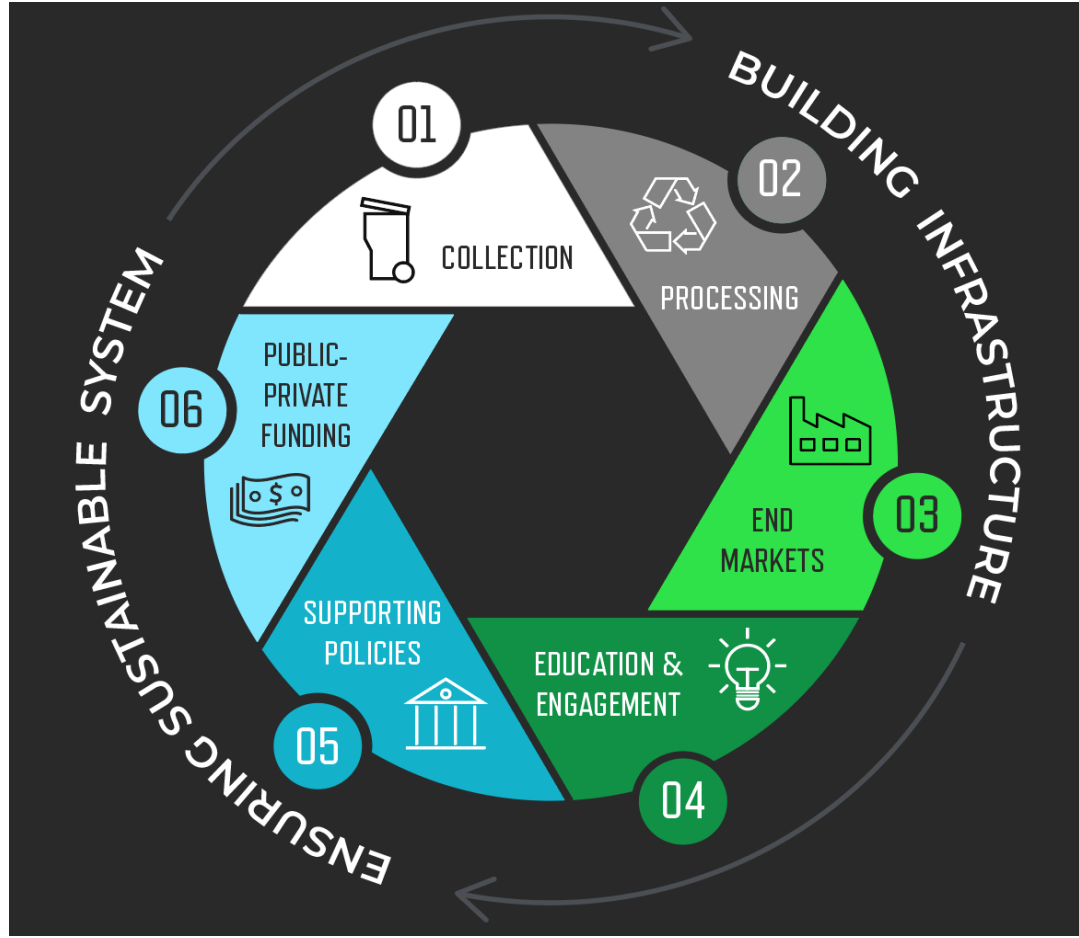
50% total reduction
of food loss and waste

Based on a 2021 baseline

BENCHMARK RECYCLING STANDARDS



Best practices for implementing recycling



Resources on EGLE Website

Page 31 of 44

- Recycling 101
- Why Does Recycling Cost Money?
- Why Recycling Matters for Your Community
- Guide: Operational and Funding Options for Municipal Recycling
- Guide: Use of Special Assessments to Fund Recycling Services
- Guide to Starting an Office Recycling Program
- Guide to Starting a School Recycling Program



Available at www.michigan.gov/mirecycles

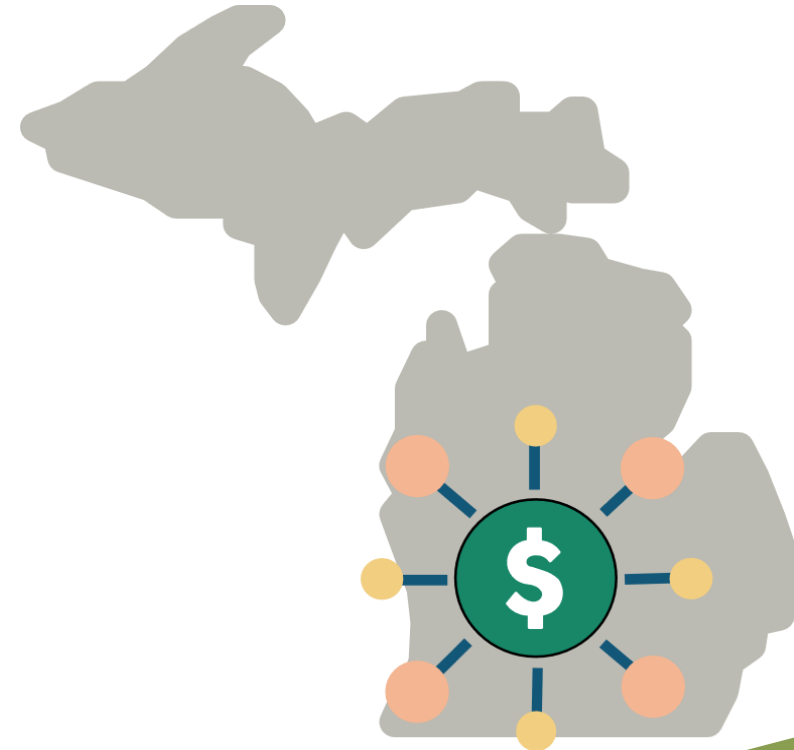
Public Sector Funding Mechanisms



County Funding Mechanisms

Page 33 of 44

- General Fund Appropriation
- Landfill Surcharge
 - Counties that host a landfill can impose a tip fee surcharge on all waste to cover service costs
- Disposal Facility Surcharge
 - Counties that host waste disposal facilities such as transfer stations can establish fees to cover service costs



County and Municipal Funding Mechanisms

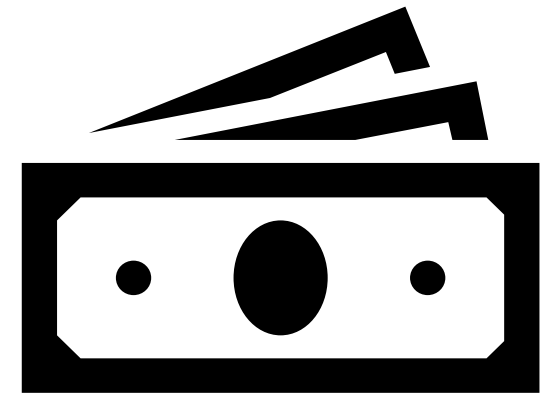
Page 34 of 44

- **Public Act 185**
 - Public Works Assessment on local parcels
 - No voter approval required
- **Public Act 69**
 - County and local government collect up to \$25 surcharge annually to participating households
 - With voter approval, surcharge can be added on commercial businesses for up to \$50 annually



County/Local Government Funding Mechanisms

- Intergovernmental agreement and independent cost sharing
 - The most common use of this tool is with recycling authorities; Often leads to more and better services, pricing.
- Hauler ordinance to require private haulers to meet certain service requirements, such as recycling
- Incorporated cities and charter townships can charge a special millage to pay for solid waste and recycling services, limits specified in statute.
- Single Hauler Service Contracts - Any local unit of government can use contracts and ordinances to select a single hauler to provide services.
- Operating revenues - charging a fee for services that offsets or completely covers the cost for those services.



Voter Approved Millage

Page 36 of 44



- Voter Approved Millage
 - Any local unit of government can put a vote to the people to adopt a temporary or permanent millage to fund services
- Fee
 - Any local unit of government can put a vote to the people to collect a household fee through property taxes to cover services costs

EPR – Extended Producer Responsibility

Page 37 of 44



Extended producer responsibility is a policy approach and practice in which producers take responsibility for management of the products and/or packaging they produce at the end of their useful life.



Responsibility may be fiscal, physical or a combination of the two.

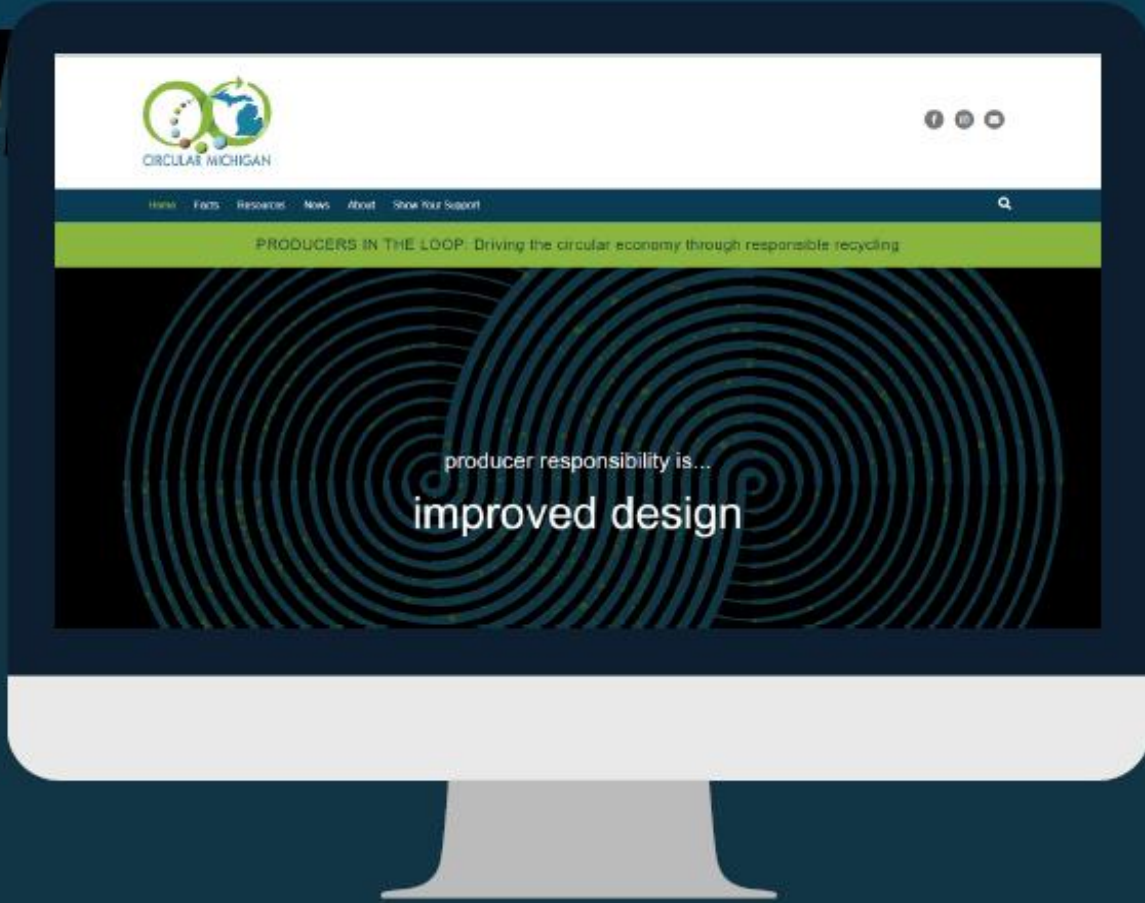


Who are the producers? Brand owners/Retailers



Pay attention to the conversation around EPR. Stay connected with MRC.

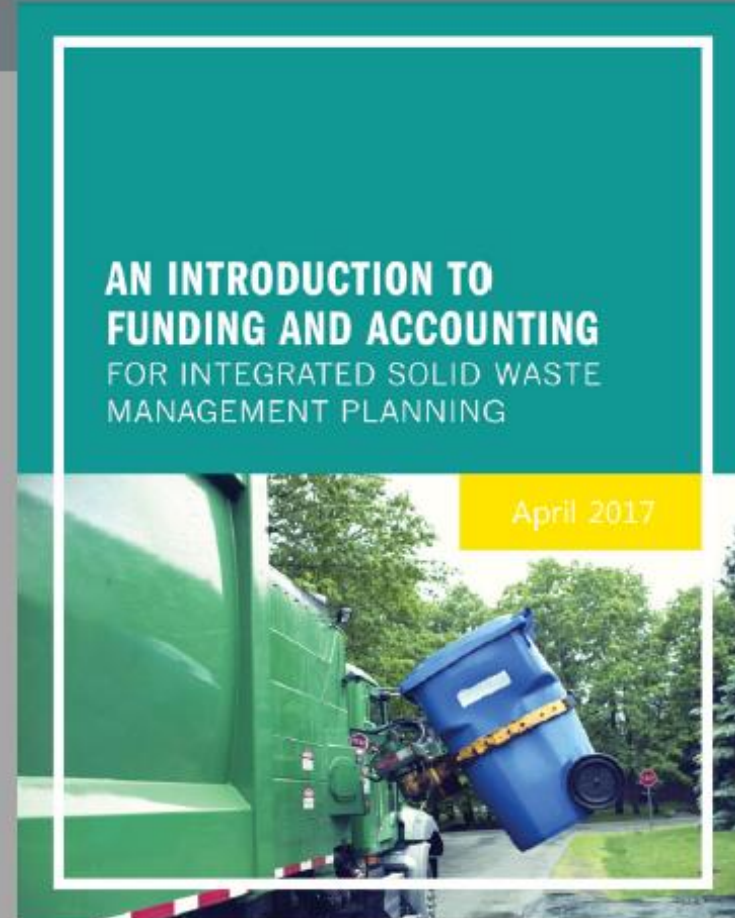
Page 38 of 44



MAKING THE CASE FOR RECYCLING: A Toolkit for Region 5 Local Governments

Page 39 of 44

- **ACCESS** free tools
- **CUSTOMIZE** ISWM spreadsheet to identify program options
- **TRACK & ANALYZE** integrated solid waste management costs with accounting handbook
- **EXPOSE** hidden costs
- **IDENTIFY** funding sources
- **COMMUNICATE** integrated solid waste management costs to stakeholders & the public



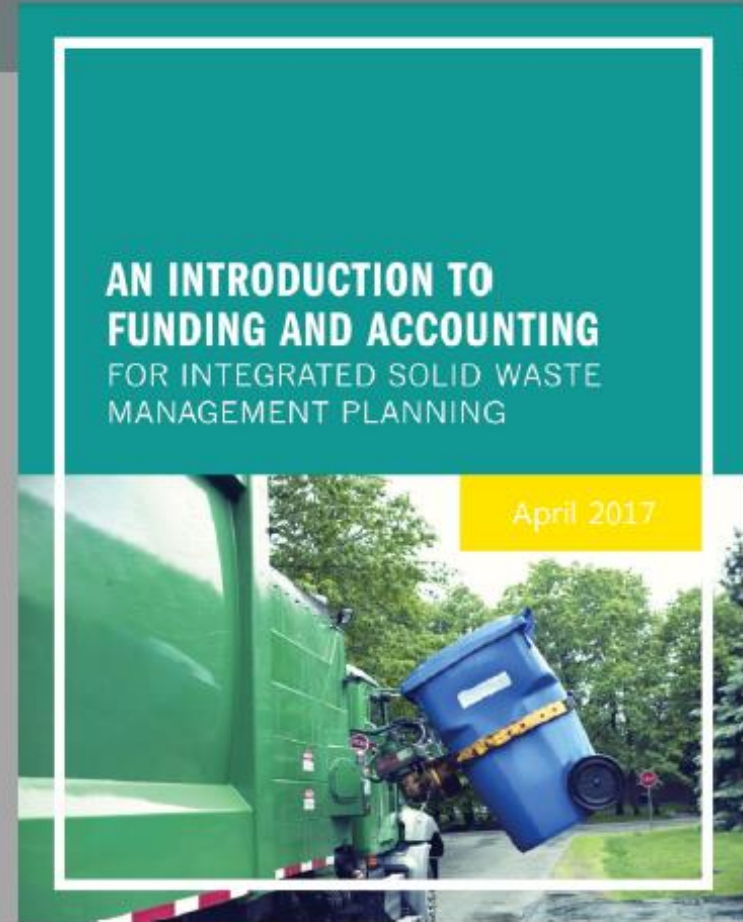
Page 51 of 92

MAKING THE CASE FOR RECYCLING: A Toolkit for Region 5 Local Governments

Page 40 of 44

What is Full Cost Accounting?

A method of identifying and reporting the costs of providing ISWM services that takes into account past and future expenditures, overhead and support services costs, and operating costs.



Page 52 of 92

MAKING THE CASE FOR RECYCLING: Accounting Handbook

Page 41 of 44

- Provides ready-to-use spreadsheets to identify the costs of ISWM services
- Functions as a planning tool for budget preparation and for determining the future of ISWM services
- Exposes hidden costs, allowing for a more accurate comparison of various ISWM services
- Identifies various sources and methods of department funding
- Helps explain ISWM costs to the public



AN INTRODUCTION TO FUNDING AND ACCOUNTING FOR INTEGRATED SOLID WASTE MANAGEMENT PLANNING

April 2017



EPA REGION 5 ISWM MODEL - INPUTS

INPUTS (You must answer all fifteen questions)

Page 42 of 44

1. Enter community name.

2. Choose your state from this drop down list.

3. Enter the number of households in your community served by your solid waste program.
(See "Instruction Page" for more information.)

Please

4. Estimate the level of participation in your recycling program. (See "Instruction Page" for more information.)

5. Select your community type. (See "Instruction Page" for more information.)

6. Will glass be included in single stream recycling?

7. How "much" do you think people will recycle in your community? (See "Instruction Page" for more information)

8. Do you know your landfill tip fee per ton?

If you selected 'Yes', be sure that you entered in a dollar amount (i.e. \$15.75) for the tip fee.

If 'Yes' enter your Landfill tip fee, per ton here -->

9. Do you know your recycling processor gate fee or revenue per ton?

*If you select 'Yes', be sure that you entered in a dollar amount (i.e. \$15.75) for the fee. If you **pay** a fee, put a minus symbol in front of the rate (-\$45.00)*

If 'Yes' enter the recycling processor fee, per ton, here (use minus sign if you pay) -->

10. How far is it from your municipality to the Transfer Station, MRF, or other end destination for a direct haul by your curbside recycling collection trucks?

Comparison of amounts recycled and costs of 7 different recycling program scenarios.

1. Super Drop-off
2. Single-Stream w/ Carts, Every Other Week
3. Single-Stream w/ Carts, Weekly
4. Dual Stream w/ Bins, Every other Week
5. Dual Stream w/ Bins, Weekly
6. Dual Stream w/ Carts, Every other Week
7. Dual Stream w/ Carts, Weekly

<https://michiganrecycles.org/make-the-case-for-recycling/>

MAKING THE CASE FOR RECYCLING: Worksheet

Page 43 of 44

IMPACTS	Recycling Drop-Off Program	Implementing a Dual Stream Program Using Bins		Implementing a Dual Stream Program Using Carts		Implementing a Single Stream Residential Curbside Program		Implementing a Residential Curbside Organics Recycling Program			
		Dual Stream, Bins, Every Other Week Collection	Dual Stream, Bins, Weekly Collection	Dual Stream, Carts, Every Other Week Collection	Dual Stream, Carts, Weekly Collection	Single Stream, Carts, Every Other Week Collection	Single Stream, Carts, Weekly Collection	Weekly Yard Waste, ASP System	Weekly Yard Waste, Windrow System	Weekly Yard & Food Waste, ASP System	Weekly Yard & Food Waste, Windrow System
1. Tons of Recycling per Year	8,290	10,780	18,760	17,930	25,680	28,500	33,780	6,620	6,620	8,250	8,250
2. Pounds of Recycling per Household per Year	166	216	375	359	514	570	676	132	132	165	165
TOTAL COLLECTION COST											
3. Annual Net Cost (Total)	\$ (1,134,000)	\$ (3,428,000)	\$ (6,179,000)	\$ (5,305,000)	\$ (8,079,000)	\$ (3,080,000)	\$ (4,655,000)	\$ (4,186,000)	\$ (4,186,000)	\$ (3,604,000)	\$ (3,604,000)
4. Annual Net Cost (O&M Only)	\$ (806,000)	\$ (2,237,000)	\$ (4,403,400)	\$ (2,379,300)	\$ (4,165,100)	\$ (1,497,900)	\$ (2,521,800)	\$ (2,326,100)	\$ (2,326,100)	\$ (1,913,000)	\$ (1,913,000)
5. Cost per Household per Year	\$ (11)	\$ (34)	\$ (62)	\$ (53)	\$ (81)	\$ (31)	\$ (47)	\$ (42)	\$ (42)	\$ (36)	\$ (36)
6. Cost per Ton Recycled	\$ (137)	\$ (318)	\$ (329)	\$ (296)	\$ (315)	\$ (108)	\$ (138)	\$ (632)	\$ (632)	\$ (437)	\$ (437)
7. Capital Cost (Total)	\$ (2,941,000)	\$ (7,812,000)	\$ (11,908,000)	\$ (18,926,000)	\$ (25,841,000)	\$ (10,294,000)	\$ (14,154,000)	\$ (13,022,000)	\$ (13,022,000)	\$ (11,837,000)	\$ (11,837,000)
DETAILS											
8. Total Number of Vehicles (including back-up and support)	7	13	28	18	37	11	22	17	17	13	13
9. Total Number of Staff	7	26	52	21	38	14	24	20	20	16	16
10. Total Number of Drop-Offs	22	-	-	-	-	-	-	-	-	-	-

Instructions

Input

Results - Collection

Results - Hub and Spoke

+

Accessibility: Investigate

Display Settings

https://michiganrecycles.org/wp-content/uploads/2022/11/Great-Lakes-Region_2022_ISWMMModel-Locked.xlsx

MAKING THE CASE FOR RECYCLING: Slidedeck

Page 44 of 44

Communicate options and outcomes with
key stakeholders



**Making the Case:
Slide Deck Template**

Communicating Recycling/Composting
Program Options with Decision Makers

MAKING THE CASE FOR RECYCLING




**Current Local Recycling
Landscape**

- Type of Program
- # of Households
- Participation Rate
- Recycling Rate
- Cost to Residents to Participate
- Community map w/recycling access, MRF's, drop-off sites, etc.
- Community Opinion (cost, driving distance, desire to participate)

MAKING THE CASE FOR RECYCLING

**6 Components of
a Successful
Recovery System**



ENSURING SUSTAINABLE SYSTEM

BUILDING INFRASTRUCTURE

MAKING THE CASE FOR RECYCLING



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Administration

SUBMITTED BY: Lydia Gulow, Manager

SUBJECT: Review of Draft Work Plan Templates and EGLE's Request for Work Programs; Request for Work Program Extension Discussion

RECOMMENDATION:

Motion to approve staff recommendation to seek EGLE approval for a 45-day extension to the deadline to submit MMPC Work Program.

SUMMARY:

Attached for review are two documents that staff is requesting feedback from the Planning Committee, specifically any items that should be included in our Work Program document.

- 1) Work Program Template Draft that staff put together, modeled off other Work Program documents prepared by other Counties
- 2) A Copy of the Work Program Template included in EGLE's Materials Management Planning Grant Request for Work Programs document issued December 23, 2024.

As stated above EGLE recently published a Request for Work Programs guidance. The full document is included as an attachment below.

Finally, the Committee should discuss submission of a Work Program extension request to EGLE. EGLE has made staff aware that MMPCs can submit an extension request related to submission of the MMPC Work Program. The current submission deadline is January 13, 2025. If the MMPC decides to move forward with an extension request this will:

- 1) Enable staff to develop the Work Program.
- 2) Provide additional time for further review and revision of the Work Program, as needed, prior to submission.

The staff recommendation is that the MMPC supports a 45-day Work Program extension request.

ATTACHMENTS:

[Work Program Template draft](#)
[EGLE - Work Program Template](#)
[EGLE - Request for Work Programs Document](#)

Benzie, Grand Traverse, & Leelanau Counties Materials Management Plan

WORK PROGRAM

Approved by the Regional MMPC on January 10th, 2025

TABLE OF CONTENTS

Page

1	Background
2	Glossary of Terms
3	Materials Management Planning Committee
4	Materials Management Plan 5-Year Projected Budget
5	Proposed Timeline
6	Work Program Tasks
7	Work Program Tasks
8	Work Program Tasks

BACKGROUND

On January 8, 2024, the State of Michigan Department of Environment, Great Lakes, and Energy called for updated Materials Management Plans. These updates are the result of amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The updated plans will focus on sustainable materials management, such as recycling and composting, instead of primarily disposal replacing the existing Solid Waste Plans.

Outside of being required by law, the plan updates will assure material management capacities for non-hazardous waste generated in the County, ensuring materials (think food waste, recyclables, etc.) are collected, processed, or disposed of at facilities that comply with laws and regulations. The plans will also identify and regulate criteria for the siting of all facilities, such as landfills, transfer stations, or composting facilities. Additional ways the plan assists the County include documenting existing and new infrastructure and defining the needs, goals and opportunities for materials management and facilities.

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

GLOSSARY OF TERMS

Board of Commissioners (BOC): the elected governing bodies authorized to make policy decisions for the counties.

County Approval Agency (CAA): the entity that assumes responsibility and is authorized to make policies decisions for the counties.

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 of the MMP.

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 administering and developing the MMP.

Michigan Department of Environment, Great Lakes, and 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 amendments to the act.

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 counties with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

Notice of Intent (NOI): Notice of Intent to the Michigan Department of Environment, Great Lakes, and Energy, Materials Management Division, to accept or decline the role of County Approval Agency and the responsibility to prepare and implement a Materials Management Plan as provided by Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and its administrative rules.

MATERIALS MANAGEMENT PLANNING COMMITTEE **MEMBERS**

SOLID WASTE DISPOSAL FACILITY OPERATOR MATERIAL

James Palmer, Sr District Manager
Waste Management

HAULER OF MANAGED

Cory Brown, CEO/Owner
Northern Disposal

MATERIALS RECOVERY FACILITY OPERATOR
Mark Bevelhimer, Regional VP- Northern MI
Services
Green for Life

COMPOSTING FACILITY OPERATOR
Frank Dituri, Director of Public
City of Traverse City

WASTE DIVERSION, REUSE, OR REDUCTION ENVIRONMENTAL FACILITY OPERATOR

Andrew Gale, Executive Director
Bay Area Recycling for Community

REPRESENTATIVE OF AN INTEREST GROUP

Sarna Salzman, Executive Director
SEEDS Ecology & Education Centers

ELECTED OFFICIAL OF A COUNTY VILLAGE

TJ Andrews, County Commissioner
Grand Traverse County

ELECTED OFFICIAL OF A

Bill Perkins, Trustee
Suttons Bay Village Council

ELECTED OFFICIAL OF A CITY OR VILLAGE

Dan Hawkins, President
Village of Lake Ann

REPRESENTATIVE OF A BUSINESS THAT GENERATES A MANAGED MATERIAL

Kris Wood, Owner
Bay Area Demolition

REP OF THE REGIONAL PLANNING AGENCY THAT WHOSE TERRITORY INCLUDES PLANNING AREA MATERIAL

Mathew Cooke, Community Planner
Coordinator
Networks Northwest

REPRESENTATIVE OF A BUSINESS THAT GENERATES A MANAGED

Courtney Hessel, Env. Services
Grand Traverse Band of Ottawa and
Chippewa Indians

REPRESENTATIVE OF A BUSINESS THAT GENERATES A MANAGED MATERIAL

Possibly Materne North America

COUNTY APPROVAL AGENCY

Benzie County Board of Commissioners
Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners

DESIGNATED PLANNING AGENCY

Grand Traverse County Resource Recovery Department
Designated Planning Agency Representative: Lydia Gulow

Materials Management Plan 5-Year Projected Budget

<i>Projected Materials Management Planning Grant Revenues Received by Benzie, Grand Traverse, and Leelanau counties for MMP Planning and Implementation</i>		
Per County	Amount	Multicounty
Base Amount	\$ 60,000 per County	\$ 180,000.00
Multi-County Planning Bonus	\$ 10,000 per County	\$ 30,000.00
Per Capita Multiplier (for first three years)	\$.50 per resident	\$ 67,755
<i>2020 Census Populations Benzie –17,970 Grand Traverse – 95,238, Leelanau – 22,301 Total – 135,509</i>		
<i>Years 1, 2, and 3 Subtotal</i>		<i>\$ 833,265</i>
<i>Years 4 and 5 Subtotal</i>		<i>\$ 420,000</i>
MMP 5 Year Total		\$ 1,253,265

<i>Materials Management Planning Grant Expenditure Budget for MMP Planning and Implementation</i>	
Task	Amount
Contractual Services (Materials Management Plan development to meet Part 115)	\$
Professional Development: Training/Education	\$
Public Relations/Education	\$
Meeting Space, Workshops, Meeting Supplies	\$
Implementation	\$
Contingency (10%)	\$ 125,326.50
Total Expenses	\$ 1,253,265

Proposed MMP Timeline

Proposed MMP Timeline																						
	2024				2025				2026				2027				2028					
	Q1 Jan-Mar	Q2 Apr-June	Q3 Jul-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 Jul-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 Jul-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 Jul-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 Jul-Sep	Q4 Oct-Dec		
Task																						
1. Planning Initiation	X	X	X	X																		
2. Materials Management Planning Committee			X	X	X																	
3. Project Administration			X	X	X																	
4. Materials Management Planning Grant					X	X																
5. MMP Contract				X	X	X																
6. Plan Project Management					X	X	X															
7. Data Collection & Discovery Phase					X	X	X	X														
8. Stakeholder Engagement						X	X	X	X	X	X	X	X	X								
9. Analysis and Opportunities Phase							X	X	X													
10. Prepare Draft Materials Management Plan									X													
11. Plan Adoption										X	X	X	X									
12. Plan Implementation														X	X	X	X	X	X	X		

Work Program Tasks

Task	Notes	Responsible Party	Status
1. Planning Initiation			
Plan Updates Initiated by EGLE	<i>Official planning process began on January 8th, 2024 via letter</i>		Completed
Establish County Approval Agency	<i>At their June 26th, 2024 meeting, the Grand Traverse County Board of Commissioners accepted the responsibility of the CAA</i>	BOCs	Completed
Appoint Designated Planning Agency	<i>At their October 2nd, 2024 meeting, the Grand Traverse Board of Commissioners appointed the GTC Resource Recovery Director as the DPA.</i>	BOCs	Completed
Submit Notice of Intent	<i>County staff submitted prior to July 6th deadline and was accepted by EGLE on July 13th.</i>	County staff/DPA	Completed
2. Materials Management Planning Committee			
MMPC Recruitment		County staff/DPA	In Progress
MMPC Administrative Support		County staff/DPA	Ongoing
MMPC Bylaws Approved by BOCs	<i>On December , 2024 the Grand Traverse BOC approved the MMPC Bylaws</i>	BOCs/County staff	In Progress
MMP Work Program	<i>EGLE has not released this template. File for an extension.</i>	County staff/ MMPC/DPA	In Progress
MMPC Approval of Work Program		MMPC & DPA	Future
Submit Work Program for EGLE Approval		DPA	Future
3. Project Administration			
Develop MMP Webpage	<i>All three counties have pages on their websites dedicated to Materials Management Planning</i>	County staff	Completed
County Staff Contact	<i>Contact information for the DPA and each counties' responsible department head are listed on the website</i>	County staff	Completed
Plan Development Management			
Public Engagement Management			
4. Materials Management Planning Grant			
Submit Grant Application	<i>EGLE has not released app.. Due</i>	DPA	Future

	<i>January 13th, 2025, extension needed</i>		
Grant Administration		County staff & DPA	Future
5. MMP Contract			
Prepare and Issue an MMP Request for Proposal		County staff/DPA	Future
Review RFP's and Select Consultant		County staff, MMPC & DPA	Future
6. Plan Project Management			
GT County may want this section for consultant relationship?		Consultant	
7. Data Collection & Discovery Phase			
Previous Planning and Studies Review			
Public Engagement and Awareness		DPA/Consultant	
Existing Conditions Analysis		Consultant	
Summary of Findings		Consultant	
8. Stakeholder Engagement			
Develop and Release a Survey			
Local Municipality Engagement		DPA	
Resident Engagement			
Hauler and Operator Engagement			
Materials Engagement (Food waste, recycling, etc)			
9. Analysis and Opportunities Phase			
Gap Analysis and Needs Assessment		Consultant	
Best Management Practices Evaluation			
Supporting Policy and Funding Mechanism		Consultant	
Draft Model Ordinances		Consultant	
10. Prepare Draft Materials Management Plan			
Develop Draft Materials Management Plan			
Goals and Objectives			
Action Plan			
Implementation Strategy			
11. Plan Adoption			
MMPC Draft MMP Approval			
60-Day Public Comment Period and Public Hearing			
Plan Revisions			
MMP adopted by CAA			
Cities, Villages, and Townships Approval of MMP			
MMP Submission for EGLE Final Approval			

12. Plan Implementation			
Goals and Objectives Workplan			
New Program Development or Enhancement			
Funding			
Education and Outreach			
Data Collection, Updates and Maintenance			
Partnerships and Collaboration			

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

- (a) Development of a work program as described in subsection [\(4\)\(b\) and R 299.4704 and R 299.4705](#) of the Michigan Administrative Code, including a prior work program.
- (b) Developing an initial MMP and amending the MMP.
- (c) Ensuring public participation.
- (d) Determining whether new materials management facilities are consistent with the MMP.
- (e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
- (f) Recycling education and outreach.
- (g) Recycling and materials utilization programs.
- (h) Preparation of required reports to the department.
- (i) MMP implementation.
- (j) Efforts to obtain support for the MMP and planning process from local units of government.

County Information

County Name:

County Approval Agency Name:

County Approval Agency Contact:

County Approval Agency Email:

Single or Multicounty:

Multicounty group name if applicable:

Please include a CAA for each county if a multicounty group.

Contact Information for MMP Grant Manager:

Contact Name:
Contact Title:
Email Address:
Phone Number:

Designated Planning Agency

Contact Name:
Contact Title:
Email Address:
Phone Number:

Work Program was approved by the County X Materials Management Planning Committee on [INSERT DATE]:

County Materials Management Planning Committee Members

Regional Planning Agency	Material Recovery Facility
Name:	Name:
Title:	Title:
County Elected Official	Compost Facility/Anaerobic Digester
Name:	Name:
Title:	Title:
Township Elected Official	Business Generating Managed Materials
Name:	Name:
Title:	Title:
City or Village Elected Official	Waste Diversion or Reduction
Name:	Name:
Title:	Title:
Environmental Interest Group	Managed Materials Hauler
Name:	Name:
Title:	Title:
Solid Waste Disposal Facility	Adjacent Community Business Outside the Planning Area (optional)
Name:	Name:
Title:	Title:
Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	Business that generates managed materials
Name:	Name:
Title:	Title:

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

Task	Completion Date/Deadline	[YEAR]				[YEAR]			
		Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)	Q1 (date range)	Q2(date range)	Q3 (date range)	Q4 (date range)
Task 1			X						
Task 2				X					
Task 3					X				
Task 4						X			

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Quarter 1 Tasks [Month – Month]

Task 1: TITLE

Task 1.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 1.2 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 2: TITLE

Task 2.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 2.2 [Title] [Responsible party]

- a. Description
- b. Timeline

Quarter 2 Tasks [Month – Month]

Task 2.3 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 3.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to [R 299.4706](#) for details.

[Insert list of public participation items]

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the [Approved Budget Form with Narrative](#) is recommended. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to "FTE."

Position	FTE	Responsibilities
Staff Title		
Consultant Name/Title		



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Planning Grant

REQUEST FOR WORK PROGRAMS

Issue Date: December 23, 2024

Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933

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Table of Contents

PART I GENERAL INFORMATION.....	2
I-A Purpose.....	2
I-B Program Description	2
I-C Grant Award.....	3
I-D Eligibility Criteria.....	4
I-E Ineligible Projects	4
I-F Issuing Office and Point of Contact.....	4
I-G Changes to the RFP and Responses to Questions.....	4
I-H Work Programs	2
I-I Response	2
PART II INFORMATION REQUIRED FROM APPLICANTS.....	2
II-A Completed Work Program.....	2
II-B Approved Budget Form	2
PART III SELECTION CRITERIA.....	4
III-A Project Clarifications/Revisions	4
III-B Rejection of Work Programs	4
III-C Acceptance of Work Program Content.....	4
PART IV ADDITIONAL INFORMATION.....	4
IV-A SIGMA Vendor Registration.....	4
IV-B News Releases	5
IV-C Disclosure of Work Program Contents	5
IV-D Copyrighted Materials	5
IV-E Prime Applicant Responsibilities	5
IV-F Partner Responsibilities	5
IV-G Permit Requirements	5
IV-H Prevailing Wage Requirements.....	5
PART V WORK PROGRAM	
TEMPLATE.....	6-10

Materials Management Planning Grant Request for Work Programs

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Recycling Unit is establishing a materials management planning grant program as described in section [324.11587](#) of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

I-B Program Description

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

- (a) Development of a work program as described in subsection [\(4\)\(b\) and R 299.4704 and R 299.4705](#) of the Michigan Administrative Code, including a prior work program.
- (b) Developing an initial MMP and amending the MMP.
- (c) Ensuring public participation.
- (d) Determining whether new materials management facilities are consistent with the MMP.
- (e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
- (f) Recycling education and outreach.
- (g) Recycling and materials utilization programs.
- (h) Preparation of required reports to the department.
- (i) MMP implementation.
- (j) Efforts to obtain support for the MMP and planning process from local units of government.

I-C Grant Award

In each of the first three years of the grant program, the amount of a grant shall equal the sum of the following:

- (a) \$60,000.00 for each county in the planning area.
- (b) An additional \$10,000.00 for each county in the planning area if the planning area includes more than 1 county.
- (c) Fifty cents for each resident of the planning area, up to 600,000 residents. Please refer to [2020 U.S. Census](#) results.

Materials management planning grants shall cover 100% of eligible costs up to the authorized maximum amount as specified by rule.

Applicant(s) must provide a complete budget. Use of the [Approved Budget Form with Narrative](#) (See Section II-B) is recommended. Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this Request for Work Programs and the Grant Agreement. The Recycling Unit, an entity within EGLE, will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable.

I-D Eligibility Criteria

Subject to appropriations, a materials management planning grant program is established to provide grants, to be known as materials management planning grants, to county boards of commissioners for the use of county approval agencies. County approval agency (CAA) means the county board of commissioners, the municipalities in the county, or the regional planning agency, whichever submits a notice of intent to prepare a materials management plan under section 11571. If a county board of commissioners is not the CAA, the county board of commissioners shall make awarded grant money available to the CAA within 60 days after receipt.

Materials management planning grants shall be awarded annually. To be eligible for grants in the first 3 years of the grant program, the CAA must do both of the following:

- (a) Submit a notice of intent to prepare an MMP.
- (b) Annually submit to and obtain department approval of a one-year work program for preparing the MMP. The work program shall be prepared by the DPA and reviewed and approved by the planning committee. The work program shall describe the activities for developing and implementing the MMP and associated costs to be covered by the county and the grant.

I-E Ineligible Projects

- 1. Projects deemed illegal under the law or inappropriate under contract management standards.
- 2. Projects considered scientifically unsound or that significantly increase risks to workers and/or the public.
- 3. Projects that will not be conducted in Michigan.
- 4. Projects involving demonstration of non-commercially available equipment and technologies.
- 5. Projects that cannot be shared with other entities in Michigan.
- 6. Projects that do not adhere to State of Michigan permit requirements.

I-F Issuing Office and Point of Contact

All questions regarding this solicitation should be directed to:

Christina Miller (MILLERC1@michigan.gov)

I-G Changes to the Request for Work Programs and responses to questions, written answers to questions, changes, and/or clarifications will be posted on the [EGLE Materials Management Planning website](#).

I-H Work Programs
To be considered, applicants must submit a complete response to this Request for Work Programs, addressing the information requirements provided in Part II (below).

I-I Response
A work program template can be found on page 6-10 of this document.
Completed work programs must be submitted through the following web form:

[Materials Management Planning Work Program Submittal Survey](#)

PART II INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered.

1. The work program shall include a detailed description of tasks to be performed as needed in Year 1 to prepare the plan.
2. The work program shall also include all of the following:
 - a. A timetable for the accomplishment of tasks in Year 1.
 - b. A public participation element as described in [R 299.4706](#), including a general schedule of public meetings, hearings, and other activities for Year 1.
 - c. Costs of the individual elements and the total cost of plan preparation in Year 1.
 - d. Detailed staffing needs and responsibilities for plan preparation in Year 1.

Please see instructions below for additional information:

II-A Complete the work program for Year 1 and attach additional information, as necessary.

II-B Approved Budget Form for Year 1

1. It is recommended that applicant(s) use the [Approved Budget Form with Narrative](#). Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: purchase of real property (e.g., land and buildings).
3. **Fringe Benefits** –Applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs

were calculated. Your calculations should identify all rates used and the base amount they were applied to. Please include how the base was derived, and a total for each.

4. **Equipment** –All Equipment expenses must be justified in your work program. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases over \$5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.
5. **Travel** – Applicants may follow their own internal travel policy, which must be submitted to the issuing office contact prior to entering into a Grant Agreement. If an applicant does not have an internal travel policy, they must use the most recent State of Michigan Travel Rates posted by the [Michigan Department of Technology, Management & Budget](#).
6. **Indirect Rate** – Provide the indirect rate (up to 10% maximum) used by applicant's organization as a percentage of **total personnel and fringe benefits**. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.
Note: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10%
7. **Incurring Costs** –The following documentation will be required by selected applicants to receive reimbursement:
 - a. Receipt/Invoice or payroll summary for cost incurred.
 - b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

Note: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.

Additional Budget Information:

1. In the event of a partially funded work program, selected applicant(s) will be required to submit a revised work program before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
4. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

PART III SELECTION CRITERIA

All work programs received shall be subject to an evaluation by the Recycling Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

III-A Project Clarifications/Revisions

During the work program review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed work program.

III-B Rejection of Work Programs

The Recycling Unit reserves the right to reject any and all work programs received as a result of this Request for Work Programs or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and The Recycling Unit.

III-C Acceptance of Work Program Content

The contents of this Request for Work Programs and the work program of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV ADDITIONAL INFORMATION

IV-A SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may**

take up to two weeks to be processed.

IV-B News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-C Disclosure of Work Program Contents

All information in a bidder's work program and any Grant resulting from this Request for Work Programs is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*

IV-D Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-E Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the work program whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. The State reserves the right to approve subcontractors for the work program and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H Permit Requirements

All activities undertaken with grant funds must comply with State of Michigan permitting requirements. It is the Recipient's responsibility to acquire all necessary [environmental permits](#) prior to initiating the funded project.

IV-I Prevailing Wage Requirements

The State of Michigan House Bill 4007 established requirements for all public projects sponsored or financed by the state to follow prevailing wages and fringe benefits. Find the [current prevailing wage](#) and fringe benefit requirements for your county.

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

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- (b) Developing an initial MMP and amending the MMP.
- (c) Ensuring public participation.
- (d) Determining whether new materials management facilities are consistent with the MMP.
- (e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
- (f) Recycling education and outreach.
- (g) Recycling and materials utilization programs.
- (h) Preparation of required reports to the department.
- (i) MMP implementation.
- (j) Efforts to obtain support for the MMP and planning process from local units of government.

County Information

County Name:

County Approval Agency Name:

County Approval Agency Contact:

County Approval Agency Email:

Single or Multicounty:

Multicounty group name if applicable:

Please include a CAA for each county if a multicounty group.

Contact Information for MMP Grant Manager:

Contact Name:
Contact Title:
Email Address:
Phone Number:

Designated Planning Agency

Contact Name:
Contact Title:
Email Address:
Phone Number:

Work Program was approved by the County X Materials Management Planning Committee on [INSERT DATE]:

County Materials Management Planning Committee Members

Regional Planning Agency	Material Recovery Facility
Name:	Name:
Title:	Title:
County Elected Official	Compost Facility/Anaerobic Digester
Name:	Name:
Title:	Title:
Township Elected Official	Business Generating Managed Materials
Name:	Name:
Title:	Title:
City or Village Elected Official	Waste Diversion or Reduction
Name:	Name:
Title:	Title:
Environmental Interest Group	Managed Materials Hauler
Name:	Name:
Title:	Title:
Solid Waste Disposal Facility	Adjacent Community Business Outside the Planning Area (optional)
Name:	Name:
Title:	Title:
Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	Business that generates managed materials
Name:	Name:
Title:	Title:

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

Task	Completion Date/Deadline	[YEAR]				[YEAR]			
		Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)	Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)
Task 1			X						
Task 2				X					
Task 3					X				
Task 4						X			

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Quarter 1 Tasks [Month – Month]

Task 1: TITLE

Task 1.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 1.2 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 2: TITLE

Task 2.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 2.2 [Title] [Responsible party]

- a. Description
- b. Timeline

Quarter 2 Tasks [Month – Month]

Task 2.3 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 3.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to [R 299.4706](#) for details.

[Insert list of public participation items]

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the [Approved Budget Form with Narrative](#) is recommended. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to "FTE."

Position	FTE	Responsibilities
Staff Title		
Consultant Name/Title		



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Resource Recovery

SUBMITTED BY: Lydia Gulow, Manager

SUBJECT: Consulting Services Recommendations

RECOMMENDATION:

Recommend a motion to approve the scope of work for consulting services for the Development of a Materials Management Plan for Benzie, Grand Traverse, and Leelanau Counties.

SUMMARY:

At the previous MMPC meeting, the committee requested that staff provide recommendations for consulting services necessary to complete the MMP Work Plan.

Staff subsequently reviewed EGLE's requirements for the Work Program and Work Plan and developed the attached proposed scope of work for proposed consulting services.

Given the information recently published by EGLE which includes the Work Program template recommendation, staff believe that the required Work Program can be completed without the need for outside consulting services. However, the development of a Work Plan will require additional consultant support.

ATTACHMENTS:

[RFP SOW Consultant Recommendations](#)

REQUEST FOR PROPOSALS
Consulting Services for the Development of
Materials Management Plan for Benzie,
Grand Traverse, and Leelanau Counties

Grand Traverse County



Proposal due:

Friday, February 21, 2025 at 3PM EST

Issued by: Grand Traverse County
Resource Recovery Department
Lydia Gulow, Resource Recovery Director
2650 Lafrainer Rd
Traverse City, MI 49686

A. Project Background

The State of Michigan has called for an update to each county's solid waste management plan which will result in a new, comprehensive Materials Management Plan (MMP). The state also encouraged counties to work with surrounding counties to develop regional plans. In 2024, Benzie, Grand Traverse, and Leelanau counties signed an interlocal agreement to develop a regional MMP. Each county has staff that will be working on this project on a part-time basis, however the MMPC will need to contract for outside consulting services with a firm that has extensive experience in Materials Management Planning, including the ability to provide technical assistance in the collection of data and public engagement services.

B. Scope of Work

The Consultant will address the requirements for an MMP as defined by Part 115 of Public Act 451, set actionable goals, and recommend practical strategies for implementation. The Grand Traverse County's Resource Recovery Department was designated as the regional Designated Planning Agency (DPA). Additionally, county staff from all three counties offer administrative support for this project, including meeting facilitation, managing timelines, , the preparation of meeting agendas, notices, minutes, and preparation and submittal of the requests to EGLE.

The MMPC is seeking consulting services to support the development of the Materials Management Plan (MMP). Specifically, the selected consultant will:

- 1) Assist with data collection related to Work Plan development, provide a gap analysis, and perform a system needs assessment.
- 2) Create a strategic plan to include goals and strategies to further strengthen regional recycling programs.
- 3) Develop a policy and funding plan that includes mechanisms to achieve all steps outlined in Part 115 laws.
- 4) Undertake stakeholder engagement to ensure effective public feedback opportunities. Bidder shall provide a detailed community stakeholder engagement plan along with their bid submittal.
- 5) Assist in the preparation of, and participate in Planning Committee meetings, Board of Commissioner meetings, public hearings and other meetings as requested
- 6) Assist the DPA in creating the MMP Final Planning documents, including finalizing all data collection needed to complete the plan;
- 7) Working with the DPA on Work Plan approval through the MMPC and EGLE submission processes.

C. Proposal Schedule

The expected proposal schedule is listed below. The County reserves the right to change the proposal schedule. If changes are made, bidders will be notified in the form of an addendum to the RFP, emailed directly to all registered bidders, and posted on the County's website

	All dates are 2025
RFP Released	January 27
Pre-Bid Conference	February 5 at 10AM EST
Deadline to Submit Written Questions	February 14
Responses to Questions	February 18
Proposal Due Date	February 21 at 3PM EST
Proposal Reviews/Interviews	February 24 - 28
Proposal Selection	March 5
Proposal approval by ____	March 21
Project Kick Off	April 1



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Resource Recovery

SUBMITTED BY: Lydia Gulow, Manager

SUBJECT: Materials Management Planning Committee; Recommended Members

RECOMMENDATION:

Motion that the Materials Management Planning Committee recommends to the County Approval Agencies to appoint Bill Perkins, Kris Wood, and Jason Barnard to the three vacant positions on the Planning Committee.

SUMMARY:

At the November 8th Planning Committee meeting, committee members passed a motion to direct staff "to bring recommendations of members for three membership seats on the Committee to the next meeting." In response to this motion, staff is recommending that the following individuals be recommended for membership on the Committee:

Name, Title, & Organization: Bill Perkins, Suttons Bay Village Council Member

MMPC Role: An elected official of a township or village

Experience: Served on the Leelanau County solid waste council

Name, Title, & Organization: Kris Wood, Owner, Bay Area Demolition

MMPC Role: A representative of a business that generates a managed material

Experience: Owner of Bay Area Disposal (a solid waste hauler) and Bay Area Demolition (business that generates managed material)

Recommendation to Replace Vacant MMPC seat due to the resignation of Dan Hawkins.

Name, Title, & Organization: Jason Barnard, Supervisor, Benzonia Township

MMPC Role: An elected official of a township or village

Experience: Elected official who expressed interest in serving on the MMPC



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: January 10, 2025

DEPARTMENT: Administration

SUBMITTED BY: Maxwell Cameron, Community Development Coordinator

SUBJECT: Per Diem

RECOMMENDATION:

Committee to discuss per diem for Committee Members, including potentially providing a recommendation to be shared with CAA's for approval.

SUMMARY:

At the MMPC Meeting held on November 8, 2024, a question came up about per diem for committee members. Staff reviewed Part 115 to see if EGLE provided any guidance for per diem for committee members. Staff also contacted our counsel to look into this issue and they recommended that any per diem for committee members would need to be approved by the CAA's. Additionally, the interlocal agreement would need to be amended to include the per diem amount and who is responsible for payment.