

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

Friday, December 13, 2024 at 1:00 PM

Leelanau County Governmental Office

8527 E Government Center Dr, Suttons Bay, MI 49682

Page

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL:

3. FIRST PUBLIC COMMENT:

[Public Comment](#)

4. APPROVAL OF MINUTES:

- a. Approval of Meeting Minutes

3 - 6

Recommendation: That the minutes be approved as presented.

[Material Management Program Committee - 08 Nov 2024 - Minutes - Pdf](#)

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

7 - 12

[Attachment - Pdf](#)

7. SPECIAL ORDERS OF BUSINESS:

- a. EGLE Presentation - Overview of Materials Management Planning

13

[Attachment - Pdf](#)

8. ITEMS REMOVED FROM CONSENT CALENDAR:

9. ITEMS OF BUSINESS:

- a. Materials Management Planning Committee; Recommended Members

14

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

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

- b. Per Diem 15
 Committee to discuss per diem for Committee Members, including potentially providing a recommendation to be shared with CAA's for approval.
[Attachment - Pdf](#)
- c. Review of Draft Work Plan; Request for Work Program Extension Discussion 16 - 25
 Motion to approve staff recommendation to seek EGLE approval for a 120-day extension to the deadline to submit MMPC Work Program.
[Draft Work Program - Pdf](#)
- d. Consulting Services Recommendations 26 - 29
 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](#)

- 10. **UNFINISHED 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: December 13, 2024

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

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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).

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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: December 13, 2024

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. Staff will endeavor to share the presentation materials with committee members prior to the meeting, when they are available.



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: December 13, 2024

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, Courtney Hessell, and Kris Wood 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: Courtney Hessell, Environmental Services Coordinator, Grand Traverse Band of Ottawa and Chippewa Indians

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

Experience: Master of Health Sciences in Environmental and Global Health & oversees environmental protection programs and implementation of solid and hazardous waste programs

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)



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: December 13, 2024

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.



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: December 13, 2024

DEPARTMENT: Administration

SUBMITTED BY: Lydia Gulow, Manager

SUBJECT: Review of Draft Work Plan; Request for Work Program Extension Discussion

RECOMMENDATION:

Motion to approve staff recommendation to seek EGLE approval for a 120-day extension to the deadline to submit MMPC Work Program.

SUMMARY:

Attached for review is a draft of the Work Program. Staff is requesting feedback for the Planning Committee.

Also, 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 the MMPC to finalize the solicitation for consulting services associated with development of the proposed Work Program.
- 2) Provide additional time for the MMPC to receive additional information from EGLE regarding the format and contents of the Work Program.

The staff recommendation is that the MMPC supports a 120-day Work Program extension request.

ATTACHMENTS:

[Work Program Template draft](#)

Benzie, Grand Traverse, & Leelanau Counties Materials Management Plan

WORK PROGRAM

Approved by the Regional MMPC on January 10th, 2025

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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

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								
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			



GRAND TRAVERSE COUNTY REQUEST FOR BOARD ACTION

MEETING DATE: December 13, 2024
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 Program and 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.

ATTACHMENTS:

[SOW for Consultant Services](#)

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

Grand Traverse County



Proposal due:

Monday, February 3, 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

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

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

RFP Released	January 6, 2025
Pre-Bid Conference	January 15, 2025
Deadline to Submit Written Questions	January 24, 2025
Responses to Questions	January 28, 2025
Proposal Due Date	February 3, 2025 at 3PM EST
Proposal Reviews/Interviews	February 5 - 12
Proposal Selection	February 12
Proposal approval by ____	February 28
Project Kick Off	March 1, 2025