

LEELANAU COUNTY SOLID WASTE COUNCIL

Date: JANUARY 7, 2025 at 1:00 PM

Location: Leelanau County Government Center (Community Meeting Room)

*(Proceedings of the meeting are being recorded and are not the official record of the meeting;
the formally approved/accepted written copy of the minutes will be the official record of the meeting.)*

REVISED DRAFT AGENDA

(Please silence any unnecessary cellular/electronic devices)

- CALL TO ORDER**
- ROLL CALL**
Welcome new member Kathy Dawkins
- PUBLIC COMMENT**
- STAFF COMMENTS** – 2025 Collections
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- ANNUAL ORGANIZATIONAL ITEMS**
 - A. Election of Officers (2024 officers: Harris-Chair, Gale-Vice-Chair, Fletcher-Chair Pro-Tem)
Chairman
Vice-Chairman
Chairman Pro-Tem
 - B. Review and Adoption of Rules of Procedure *pgs. 2-5*
 - C. Consideration of 2025 Meeting Schedule *pg. 6*
 - D. Discussion on 2025 Goals *pg. 7*

CONSIDERATION OF OCTOBER 7, 2024 MEETING MINUTES *pgs.8-11*

- UNFINISHED BUSINESS**
 - 1. MI Small Community Recycling Education *pgs. 12-14*
- NEW BUSINESS**
 - 1. Update on MMP *pgs. 15-23*
- COMMUNICATIONS / CORRESPONDENCE**
- PUBLIC COMMENTS**
- STAFF COMMENTS**
- MEMBER / CHAIRPERSON'S COMMENTS**
- ADJOURNMENT**

SWC Members

Marcia Harris
Andrew Gale
John Fletcher
Tom MacDonald
Tom Petersen
Kathy Dawkins
2 vacancies
County Board member

Ex-officio: Mark Bevelhymmer
Jim Palmer



~~Adopted 2024~~ Proposed 2025

LEELANAU COUNTY SOLID WASTE COUNCIL (SWC) RULES OF PROCEDURE

Section 1. FORMATION AND PURPOSE

- 1.1 The Leelanau County Solid Waste Council (SWC) was created by the Leelanau County Board of Commissioners (Board) on January 18, 2000.
- 1.2 Membership of the SWC shall be appointed by the Board.

The purpose and functions of the SWC are:

- a. To assist in the implementation and updating to the Leelanau County Solid Waste Management Plan as required by part 115 of PA 451 of 1994.
- b. To assist in the implementation of county programs such as the recycling and household hazardous waste collections, and the corresponding budget.
- c. To provide recommendations to the Leelanau County Board of Commissioners.
- d. Identify local priorities for solid waste management, and recycling, reduction and re-use programs.
- e. Insure that coordinated public participation is a part of the solid waste management process.
- f. Provide a public forum for discussion of issues relevant to the solid waste management process and to act as a communications linkage to municipalities and the public in Leelanau County.
- g. Act in conjunction with similar planning efforts in neighboring counties and to provide coordination with other county solid waste management programs.

Section 2. MEMBERSHIP

- 2.1 Wherever the masculine or feminine pronouns "man," "men," "he," "she" or related pronouns appear, either as words or parts of words, they have been used for literary purposes and are meant in their generic sense (i.e. to include humankind - both female and male sexes).
- 2.2 Membership on the Solid Waste Council shall be by appointment of the Leelanau County Board of Commissioners. Members shall be appointed for one (1) or two (2) year terms.
- 2.3 Should any member of the Council miss three (3) consecutive regular meetings, continued membership will be evaluated at the next meeting, and notification will be sent to the Board of Commissioners.
- 2.4 If a member resigns or otherwise becomes incapable of completing his or her term, the unexpired term will be filled by appointment of the Board of Commissioners.

Section 3. OFFICERS

- 3.1 A Chairman of the SWC shall be elected from the membership of the SWC appointed by the Board. The Chairman shall preside over all meetings of the SWC and shall have the power to cast a vote

on all issues on the floor, appoint sub-committees or joint meeting representatives, and perform other functions as directed by the SWC.

- 3.2 A Vice-Chairman of the SWC shall be elected from the membership of the SWC appointed by the Board. In the absence of the Chairman, the Vice-Chairman shall act as Chairman and shall have all the powers and duties of Chairman and perform other functions as directed by the SWC.
- 3.3 The duties typically assigned to a Secretary shall be provided by the Leelanau County Planning and Community Development office. Minutes of all SWC meetings, correspondence and notices pertaining to meetings, or any other business of the SWC shall be prepared and distributed by the Leelanau County Planning and Community Development office.
- 3.4 At the annual organizational meeting, the SWC will name a member as Pro-Tem of the Commission, to perform the duties of temporary chair in the absence of both the Chair and Vice-Chair. Likewise, when the Chair or Vice-Chair are presiding, they shall have the right to turn the duties of the chair over to the Pro-Tem, should the situation warrant.

Section 4. MEETING NOTIFICATION

- 4.1 Regular meetings of the SWC shall be held at a time and place set in accordance with the Open Meetings Act (Act 267, P.A. 1976). Written notice of regular meetings shall specify, by agenda, business to be transacted and shall precede the meeting by at least five (5) days. The SWC shall hold meetings at least quarterly, and call special meetings when necessary.
- 4.2 The SWC shall post at least 18 hours before a meeting of the SWC, a public notice stating the time, date and place of the meeting. The notice shall be posted in the Leelanau County Government Center and on www.leelanau.gov. If the SWC sets up regularly scheduled meetings, staff shall post a public notice stating the times, dates and places of its regular meetings.
- 4.3 Special meetings of the SWC may be called by the Chairman.

Section 5. MEETINGS

- 5.1 All meetings shall be limited to two hours per meeting. An affirmative motion must be passed by members present to exceed the time limit of two hours.
- 5.2 A quorum shall be a majority of the members appointed by the Board. Whenever a quorum is not present at a meeting of the SWC, there is no meeting.
- 5.3 For purposes of discussion and action for each item on the agenda and each motion introduced during the SWC meeting, the following procedure shall be followed:
 1. Staff report or motion is introduced.
 2. Support of Motion.
 3. Discussion, questions and answers between members of the SWC and staff or consultant.
 4. Reading of any correspondence received on the issue.
 5. Discussion and questions from other individuals in attendance. At the Chairman's discretion, audience participation can be limited in length.
 6. Call the question and vote on the motion.

5.4 Agendas, minutes, and other meeting materials and documents may also be posted online at www.leelanau.gov. Such postings shall be handled by Staff.

5.5 Modifications to a Regular Scheduled Meeting

Any proposed change to a Regular scheduled meeting date, such as time, day, or location, shall be made only upon the written request to staff, from the Chairperson or by two (2) members. The written request will propose a new time, day, and/or location and the reason. Staff shall immediately communicate the proposed change to all members. Upon confirmation of a quorum of members agreeing to the change, staff shall immediately communicate the new meeting information to each member within 24 hours in one or more of the following ways:

- Via confirmed telephone call; or
- Via confirmed email.

Staff shall immediately post a public notice of the change, in the Government Center, and on www.leelanau.gov.

In the event of cancellation due to inclement weather, unforeseen emergency, or lack of quorum, staff shall immediately contact each member to notify of the cancelled meeting, send appropriate notice to the media and the mail list through use of email, fax, and/or phone call, and post the cancellation at the Government Center.

Section 6. RULES OF ORDER.

6.1 Parliamentary procedure based on Robert's Rules of Order, newly revised.

Section 7. CONFLICT OF INTEREST

7.1 Members of the commission shall comply with the Leelanau County Conflict of Interest Policy, as adopted by the Leelanau County Board of Commissioners.

Section 8. VOTING

8.1 Only current members of the SWC who are in attendance at the meeting shall be able to cast a vote. A majority vote of the members present at a meeting of the SWC, is required for any action items.

Section 9. PUBLIC PARTICIPATION.

9.1 All meetings will be open to the public and conducted in accordance with the "Open Meetings Act" (P.A. 267, 1976 as amended). Any person shall be permitted to address any meeting of the SWC during the time specifically provided on the agenda.

9.2 Time of discussion by the public may be limited by the Chairman in the interest of brevity, to maintain order, or in order to hear all wishing to speak. All speakers shall address the SWC and shall not conduct discussions with other members of the audience.

9.3 Anyone wishing to address the SWC at greater length on a specific area of their work may request, in writing, time on the agenda as an item of Business. The requests shall be sent to the Chairman, in care of the Leelanau County Planning and Community Development office prior to the mailing

of the agenda. Any documentation or background material for presentation shall accompany such requests so that it may be forwarded to the SWC members at least five (5) days prior to the meeting.

- 9.4 The SWC shall discuss and assign a time for each written request during the Consideration of Agenda segment of the meeting.

Section 10. STAFF AND CONSULTANTS

- 10.1 Staff support including professional, technical, managerial, and clerical shall be provided by the Leelanau County Planning and Community Development office. In the event the SWC feels the need for increased staff support and/or consultant to enable achievement of the SWC's objectives, as mutually agreed by the SWC and the Board of Commissioners, said request shall be addressed via the normal County process.

Section 11. REPORTS

- 11.1 The SWC shall issue and file with the County Board of Commissioners an annual report, and such other reports as it deems desirable, of its progress and recommendations. Said reports shall be provided to the County Clerk, each SWC member, those governmental agencies requiring copies, and any other persons requesting copies.

Section 12. AMENDMENTS

- 12.1 Alterations, amendments, or additions to these Rules of Procedure shall require a majority vote of the appointed members of the SWC in order to take effect.

2025 PROPOSED MEETING SCHEDULE
for the
LEELANAU COUNTY SOLID WASTE COUNCIL

Meetings are held Quarterly on the 1st Tuesday at **1:00 p.m.**

Please verify Meeting Dates & Times online at: www.leelanau.gov
 by looking at the posted agendas and agenda packets.
 Occasionally, meeting dates and times are changed.

2025

Organizational Meeting	January 7	1 st Tuesday
Regular Meeting	April 8	2 nd Tuesday
Regular Meeting	July 1	1 st Tuesday
Regular Meeting	October 7	1 st Tuesday

2026

Organizational Meeting	January 6	1 st Tuesday
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Items for the agenda need to be submitted at least 1 week prior to the meeting date. Contact the Planning Department at 256-9812 for more information, and to submit Proposed Agenda Items.

Meeting Location:
 Leelanau County Government Center
 8527 E. Government Center Dr.
 Suttons Bay MI 49682

Leelanau County Solid Waste Council
8527 E. Government Center Dr. Suite 108
Suttons Bay, MI 49682
231-256-9812

2024 Goals

1. Increase public outreach on recycling
2. Continue exploring and supporting composting.
3. Pursue drinking fountain conversion kits.
4. Increase presence at community events
5. Pilot a short-term rental program to improve recycling efforts

Adopted at the Organizational Meeting of the Leelanau County Solid Waste Council on January 2, 2024.

2025 Goals

- 1.
- 2.
- 3.

A REGULAR MEETING OF THE LEELANAU COUNTY SOLID WASTE COUNCIL WAS HELD ON THURSDAY, OCTOBER 7, 2024 AT THE LEELANAU COUNTY GOVERNMENT CENTER.

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER: Meeting called to order at 1:00 p.m. by Chair Marcia Harris. The meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay MI.

ROLL CALL

Members Present: L. Bahle (1:09), K. Cavanaugh, A. Gale (1:04), M. Harris, T. MacDonald, T. Petersen, K. Ross, C. Sharp

Members Absent: J. Fletcher

Ex-officio Members Present: M. Bevelhymer

Ex-officio Members Absent: J. Palmer
(prior notice)

Staff: G. Myer, Planning Director, J. Herman, Senior Planner

Public: M. Birkmeier, A. Campbell, M. Crocker, T. Dowd, T. Eftaxiadis, C. Hartesvelt, R. Laport, M. Sieracke, plus one other attendee

PUBLIC COMMENT- None.

STAFF COMMENTS

Myer gave an update on the Materials Management Plan (MMP) stating that the state initiated the process in January. The Board of Commissioners (BOC) approved the Interlocal Agreement between Leelanau County, Grand Traverse County and Benzie County, a Notice of Intent (NOI) was submitted to the state and was accepted, and the BOC accepted the County Approval Agency (CAA) responsibilities in July. Myer continued, saying that a copy of the NOI was submitted to the legislative body of each municipality within the planning area and a summary of the NOI was also published in the *Leelanau Enterprise*. They are in the process of approving the MMP Committee and appointing the Designated Planning Agency (DPA) which is on the Agenda for tomorrow's BOC meeting.

(Gale Present)

Ross stated that there is still a vacancy for the MMP Committee for a business that generates a managed material. She said that Lydia Gulow has reached out to Oryana Community Coop and Gogo SqueeZ. Myer said she had reached out to Cherry Republic and has not gotten a response back. MacDonald suggested they reach out to local wineries, breweries and distilleries.

CONSIDERATION OF AGENDA

Motion by Gale, seconded by Ross, to approve the Agenda as presented. Motion carried 7-0.

CONFLICT OF INTEREST- None.

CONSIDERATION OF APRIL 18, 2024 MEETING MINUTES AND JUNE 3, 2024 SPECIAL MEETING MINUTES

Motion by MacDonald, seconded by Ross, to accept the April 18, 2024 Meeting Minutes and the June 3, 2024 Special Meeting Minutes as presented. Motion carried 7-0.

(Bahle present)

UNFINISHED BUSINESS- None.

NEW BUSINESS

PA 69 Recycling Fee

Harris said that the voters approved a recycling fee of up to \$35.00 and that they are currently paying \$30.00. She is proposing the SWC increase the fee to the voter approved \$35.00 with BOC approval. Hartesvelt said she reached out to Andrew Giguere, Equalization Director, and he confirmed there are 16,312 recycling units in the County and with the \$5.00 increase, that will generate an additional \$81,560.00 annually.

Harris is proposing to put the money towards their goal of composting. Both Leland Public School and Glen Lake Community School is interested in setting up composting in their schools. Harris provided a handout of a proposed 3-year composting plan from Cheri Richmond, Glen Lake School Science Instructor with approval from their administrator. Harris suggested they look at both schools as a possible pilot program. Ideally, she is proposing they have dollars to target composting in the schools or educational programs. She said based on the handout; Glen Lake Community Schools is requesting funds for their composting set up and to haul away to an appropriate facility. Sharp said that composting in the schools cannot be used in the gardens that grow food but can be used for flower beds.

Ross expressed concerns on how this would look to the public considering that they raised the fee \$1.00 a year ago and are now proposing to raise it \$5.00. Hartesvelt reminded members of the ballot language stating it is for collection of materials for recycling. She suggested that recycling curbside pick-up in villages would be more in line with the ballot language. Gale said that P.A. 69 covers all recycling sites, Household Hazardous Waste (HHW), Electronic Recycling, Scrap Tire and Mattress collections. Bevelhmer said curbside pick-up is not feasible.

Ross suggested the SWC apply for the 2% Allocation from the Grand Traverse Band of Ottawa and Chippewa Indians so that the funding is outsourced. Hartesvelt said that would be a great way to start a pilot program and contract with SEEDS for composting since the County does not have the resources to develop the program.

Cavanaugh asked if there was an open line item they could use. Hartesvelt said they could expand the scope of Recycling Fund 230 with BOC approval. She suggested the school board expand their curriculum to include composting and then they could come to the SWC for funding for an additional

program. Bahle and Petersen both suggested having a line item for composting but not specifically towards the schools.

Motion by Ross, seconded by Bahle, to recommend to the Board of Commissioners a composting pilot program for 2 county schools with the intent to apply for a 2% Allocation from the Grand Traverse Band of Ottawa & Chippewa Indians. Motion carried 8-0.

Update- Electronic Recycling

Gale reminded members that the Electronic Recycling Collections were separate from the Household Hazardous Waste (HHW) Collections this year. He explained that the Electronic Recycling Collections were held on various days of the week to give participants flexibility. There was a total of 12 Electronic Recycling Collections held at the same locations as the HHW Collections. Gale stated that the collections were busy in the spring and in the early fall and not so much in the summer months. Bay Area Recycling for Communities collected a total of 75,436 lbs. of electronics and they took it to their facility in Kaleva for proper disposal. Gale concluded that next year he will propose to have less collections and to target the busier months.

Tire & Mattress Collections for 2025

Gale stated that there was a Scrap Tire & Mattress Collection in June at Glen Lake School and there is one more collection this Friday at the Peshawbestown Recycling Site parking lot. They anticipate to have the same collections for 2025 and possibly narrowing it to one collection the following year.

Security/Maintenance at Recycling Sites

Myer expressed that there have been issues with security and maintenance at multiple recycling sites. She also said that they have been given permission to move forward with solar lights for the Leelanau County Road Commission site. Myer met with Tracy Purrenhage, State of Michigan Recycling Specialist, where she stated that education is the best way to keep the sites clean and that cameras are not going to solve the problems.

Myer said she received an email from Joan Gauthier, Solon Township Treasurer, in regards to the alley way behind Bunting's Cedar Market. In the email, Gauthier felt that the SWC should pay for the repairs or else the community will lose the site. Bailey is waiting for a formal green recycling sign and he is having difficulties getting an estimate for a fence. Myer also stated that the Leelanau County Road Commission has done striping work and Bailey would like additional striping and signage to indicate two lanes of traffic. Myer concluded, saying that pavement was not included in the contract and as far as she knew, the Road Commission and Solon Township were responsible for the repaving.

Cavanaugh felt it was not up to the SWC to pay for the pavement and said the damages are a matter of speculation related to the recycling site usage. Gale offered to meet with Bailey to get more information and a better vision of their needs to maintain the recycling site. Sharp stated she took her recycling to that location prior to the meeting and there was a semi-truck parked in that alley which is also shared by multiple businesses. Cavanaugh pointed out that the email did not indicate that Bunting's Cedar Market has a problem with how things are currently being handled but rather more of a threat email. Ross suggested they have a review after a year of operation to have communication feedback from the contract signer about any situation they should be looking at.

(Macdonald left the meeting)

MI Small Community Recycling Education

Myer provided information on free education mailers that the SWC could utilize. The first options they could fill out online and Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the Recycling Partnership would mail out. The other two options would be sent in and it would be the responsibility of the SWC to mail out. Myer said they paid \$4,141.00 for the June mailer. Ross was interested in finding out more information about this program.

COMMITTEE REPORTS

Hartesvelt went over the Revenue & Expense Report and stated that the collection of revenue happens once a year from the winter tax bill. The revenue is estimated based on the number of recycling units in the County. She confirmed that they are currently below budget.

COMMUNICATION/CORRESPONDENCE

Members looked over the collection reports. Myer pointed out that the data was up to date as of August and staff will continue to update the reports as they get more information in for the remainder of the year. Ross suggested putting the charts on the future website for the public to view.

PUBLIC COMMENTS

T. Dowd, Solon Township Resident, acknowledge Gale's presence at festivals diverting organic waste from the landfill. He is a participant of CROWD workshop and is happy to see the work being done as well as the MMP process so far.

R. Laport thanked the SWC for their work and gave information on recycling rates in the state of Michigan. He expressed that there needs to be more recycling efforts done as well as composting. He suggested the SWC look into Munson Hospital as a possible candidate to fill the vacancy on the MMP committee.

(Carrie left the meeting)

A. Campbell thanked the SWC for their service and stated that people believe in recycling in Leelanau County. He addressed their discussion on funding and suggested that instead of raising the recycling fee, they should use the allocated funds for the expanded projects from the taxes the county already received.

(A full copy of Campbell's Public Comment is available in the Planning & Community Development Office)

STAFF COMMENTS- None.

MEMBER/CHAIRPERSON'S COMMENTS

Harris would like the SWC to further investigate opportunities to facilitate community composting.

ADJOIURNMENT

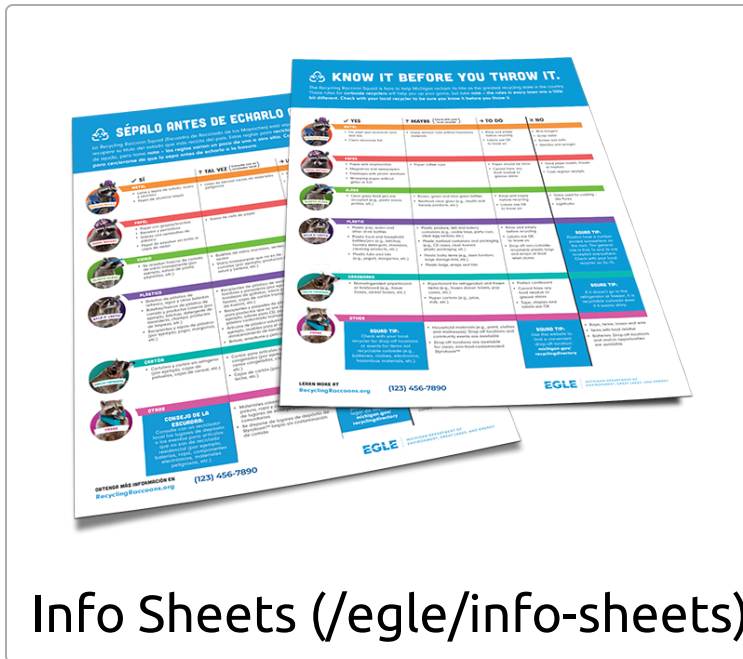
Meeting adjourned by consensus at 2:39 p.m.



(<https://www.conquestgraphics.com/egle>) MI Small Community Recycling Education Portal

Print Materials





Info Sheets (/egle/info-sheets)



Dumpster Stickers (/egle/dumpster-stickers)



Oops Tags (/egle/oops-tag)

Use of this Portal is subject to [The Recycling Partnership Terms & Conditions](#) and [Privacy Policy \(/egle/terms-and-conditions\)](#), in addition to [Conquest Graphics' Terms and Conditions \(/about-us/terms-and-conditions\)](#).

User Notes: Limit of 2 collateral types per community, MI communities only, and limited to small communities with less than 10,000 households.

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This document outlines the steps taken to develop and approve a Materials Management Plan (MMP) and grant eligibility, after the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Director initiates the MMP development process ([Part 115](#), Sections 11571–11576, 11580, 11587).

GLOSSARY OF TERMS

Benchmark Recycling Standard (BRS): a recycling curbside and drop-off access standard that each planning area must meet within the timelines identified in statute.

County Board of Commissioners (BOC): the elected governing body authorized to make policy decisions for the county, or the elected county executive, as appropriate.

County Approval Agency (CAA): the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA may be a county board of commissioners, all the municipalities in a county acting jointly, or a regional planning agency.

Designated Planning Agency (DPA): the agency and a specific individual of the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. “DPA” does not mean a regional planning agency, unless the CAA identifies the regional planning agency as the DPA.

Disposal Area: a facility that accepts solid waste for disposal, or handling prior to disposal, such as a landfill, incinerator, or solid waste processing and transfer facility.

Diverted Waste: waste generated by households, businesses, or government entities that can lawfully be disposed of at a municipal solid waste landfill or incinerator but is separated from other waste for better management. Examples of diverted waste include batteries, pesticides, pharmaceuticals, light bulbs, sharps, mercury containing devices, hazardous materials, or liquid wastes.

Managed Materials: solid waste, diverted waste, or recyclable material.

Materials Management Facility (MMF): a disposal area, materials utilization facility, or waste diversion center.

Materials Management Goal (MMG): goals identified in an MMP that are measurable, objective, and specific to the planning area identified to divert recyclables and organics from disposal. These goals include the municipal solid waste recycling rate goal, the benchmark recycling standards identified in Part 115, and any additional material utilization and reduction activities identified by the MMP.

Materials Management Planning Committee (MMPC): a permanent body that is appointed by the CAA to direct the Designated Planning Agency in the preparation, coordination and ensures fulfillment of the MMP.

Materials Utilization Facility (MUF): a facility, such as a materials recovery facility, anaerobic digester, compost facility, or innovative technology facility that processes recyclable materials for conversion into raw materials, intermediate, or new products.

Planning Area: the geographic area included within a materials management plan.

Regional Planning Agency: Governor-appointed regions within the State for planning purposes. Refer to the [Michigan Association of Regions map](#) for geographical locations.

Waste Diversion Center: a facility designated for the purpose of receiving or collecting diverted wastes.

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PLAN DEVELOPMENT AND APPROVAL PROCESS

STEP 1. NOI is filed and the responsible entity becomes the CAA within 180 days of EGLE’s request. If an NOI was not filed by the BOC, the municipalities or RPA can request an extension from EGLE to allow the parties an opportunity to determine who will file the NOI with an EGLE approved extension.

- If an NOI was filed, continue to Step 2.
- If an extension was requested by the municipalities or RPA from EGLE and approved by EGLE, continue to Step 2.
- If an extension was not requested or an NOI was not filed, EGLE shall prepare the MMP. The EGLE prepared MMP is final, and the process ends.

The CAA has a total of 36 months from the date an NOI is filed to complete its portions of the process.

STEP 2. After the NOI is submitted, the following must be completed:

- The CAA establishes the DPA. The CAA will have the option to identify a DPA while filing its NOI. This is highly recommended to give the DPA ample time to complete the remaining tasks. However, the CAA has up to 120 days to officially appoint their DPA.
- Within 180 days: The CAA appoints the MMPC; the DPA will draft the Work Program; the MMPC approves Work Program and submits the Work Program to EGLE; EGLE approves the Work Program. All tasks must be completed within this 180-day given timeframe.

The CAA is grant eligible once an NOI is filed, a DPA and MMPC have been appointed, and a Work Program has been approved by the MMPC and EGLE. *It is recommended to begin MMP drafting and development while waiting for MMP grant distribution, to ensure the 36-month total timeframe is met.*

STEP 3. The MMP is drafted.

STEP 4. The MMPC approves the draft MMP.

STEP 5. The MMP goes to public comment for a minimum of 60 days. During this time, a public hearing is conducted by the DPA.

- The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.

STEP 6. Once the public comment period and hearing are completed, the DPA has 30 days to revise the draft MMP based on comments received and send the draft MMP back to the MMPC for approval, if applicable.

STEP 7. The MMPC approves the MMP by majority vote within 30 days after the DPA has sent the revised draft MMP back for final approval.

STEP 8. The CAA must approve or reject the MMP within **60 days** after the MMPC has approved the MMP.

- If the CAA approves the MMP, continue to Step 9.
- If the CAA does not approve the MMP within **30 days**, the CAA sends the MMP back to the MMPC with objections.
 - The MMPC then responds to the CAA within **30 days**.
 - The CAA acts on the MMP.
 - ✓ If the CAA approves the MMP, continue to Step 9.
 - ✓ If the CAA does not approve the MMP, the CAA prepares its own MMP, then continues to Step 10.

STEP 9. Within **10 business days** of CAA approval, the DPA sends the MMP to all municipalities in the County.

- STEP 10.** Municipalities are given **120 days** to approve or reject the MMP.
- Only those municipalities that voted within the 120 days will count toward approval or rejection of the MMP. *All municipalities that have not responded within the 120-day timeframe will NOT count toward the 67 percent.*
 - If 67 percent of the municipalities that acted on the MMP within 120 days approve of the plan, continue to Step 11.
 - *NOTE: 67 percent of the municipalities that respond to the vote must approve the MMP.*
 - If 67 percent of municipalities that voted within 120 days do not approve the MMP, **then EGLE will prepare the MMP, it will be final, and the process ends.**
 - *NOTE: ALL tasks to this point must be completed within **36 months**.*

STEP 11. 30 days after the municipalities review and approve the MMP, the DPA shall submit the MMP to EGLE for final review, continue to Step 12.

After the MMP is submitted by the DPA, EGLE has 180 days to review. The review can be extended by another 90 days if modifications are needed to bring the MMP into compliance with Part 115.

STEP 12. If EGLE approves the MMP, the MMP is final, and the process is complete. If EGLE does not approve the MMP, EGLE may prepare or modify the MMP, and the process continues to Step 13.

STEP 13. EGLE submits the MMP to the CAA. If the CAA approves the EGLE modifications of the MMP, the MMP is final, and the process is complete. If the CAA does not approve the EGLE modifications to the MMP, EGLE prepares the final MMP, and the process is complete.

NOTES

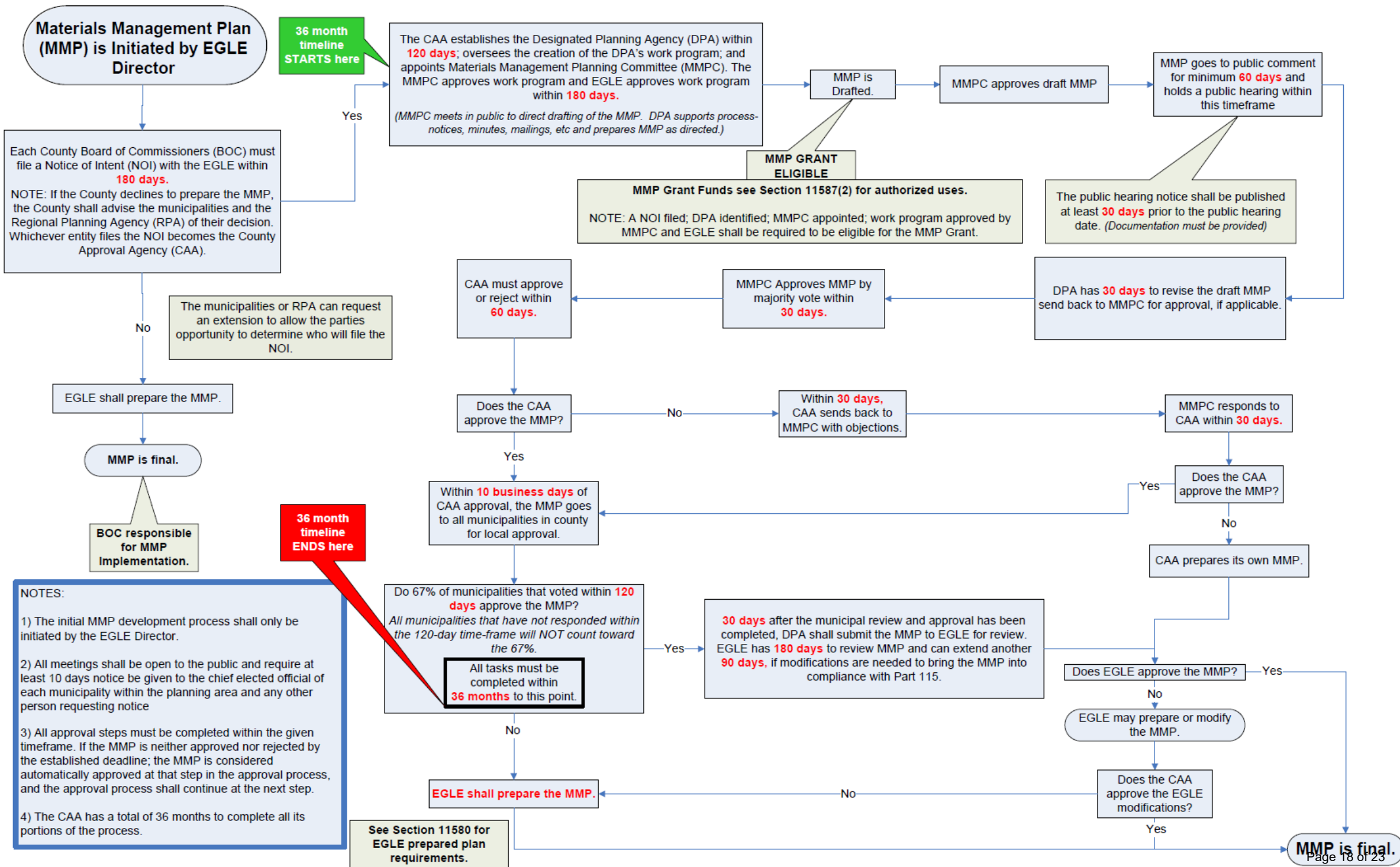
- All meetings shall be open to the public and require at least **10-day** notice be given to the chief elected official of each municipality within the planning area and any other person requesting notice.
- All approval steps must be completed within the given timeframe. If the MMP is neither approved nor rejected by the established deadline, the MMP is considered automatically approved at that step in the approval process, and the approval process shall continue at the next step.
- The CAA has a total of 36 months to complete all its portions of the process.

EGLE PREPARED MATERIALS MANAGEMENT PLAN REQUIREMENTS

- Materials utilization facilities or solid waste processing and transfer facilities are automatically found to be consistent with the MMP if they: (1) are exempt from permit and license requirements; (2) comply with local zoning requirements; and (3) that are identified in the MMP.
- The MMP cannot approve any non-contiguous additional solid waste landfill disposal capacity unless the BOC has shown a demonstrated need ([Section 11509\(9\)](#)).
- The MMP shall require all haulers servicing the planning area, per Part 115, to provide recycling access per the Benchmark Recycling Standard.

An EGLE prepared MMP will not contain a requirement for additional siting criteria or the criterion that the Host Community provides an approval for the development of any facility.

MATERIALS MANAGEMENT PLAN DEVELOPMENT AND APPROVAL



Materials Management Plan Requirements

The amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, shift the focus of planning to more productive ways of managing discarded materials in Michigan. Future Materials Management Plans (MMP) are required for each county, once initiated by the Department of Environment, Great Lakes, and Energy (EGLE). The goals of an MMP are, in addition to protecting the environment and public health, to ensure that managed materials (recyclables, organic materials, and solid waste) are sustainably managed to achieve benefits to the economy, communities, and the environment. Further, new MMPs will ensure that all managed materials generated in the planning area are collected and recovered, processed, or disposed at materials management facilities that comply with the law.

Each county will be required to have an MMP and include an implementation plan to achieve goals and identify or create capacity per the new law. These new MMPs will be replacing each county’s solid waste management plan.

Please see [Subpart 11](#), starting at Section 11571 of [Part 115](#), Solid Waste Management, of the Natural Resources and Environmental Protection Act, PA 451 of 1994, as amended, for the entire MMP requirements.

GLOSSARY OF TERMS

Disposal Area – One or more of the following:

- A solid waste processing and transfer facility.
- An MSW incinerator.
- A sanitary landfill.
- Any other waste handling or disposal facility utilized in the disposal of solid waste.

Diverted Waste – Waste that meets all of the following:

- Is generated by households, businesses, or governmental entities.
- Can lawfully be disposed of at a licensed sanitary landfill or municipal solid waste incinerator.
- Is separated from other waste.
- Is one or more of the following:
 - Hazardous material
 - Liquid waste
 - Batteries
 - Pesticides
 - Pharmaceuticals
 - Electronics
 - Light bulbs
 - Sharps
 - Thermostats, switches, thermometers, or other devices that contain elemental mercury
 - Other wastes approved by EGLE that can be readily separated from solid waste for diversion to preferred methods of management and disposal

Managed Materials – Solid waste, diverted waste, or recyclable material, and other materials as determined by the department.

Materials Management Facility (MMF) – Any of the following:

- A disposal area
- A materials utilization facility
- A waste diversion center

Materials Management Goal (MMG) includes measurable, objective, and specific set of goals, for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP. These goals that have been determined for a planning area will further be used to demonstrate progress toward material diversion from disposal areas.

Materials Utilization Facility (MUF) – any of the following facilities that do not primarily accept solid waste:

- A materials recovery facility
- An anaerobic digester
- A compost facility
- An innovative technology or practice facility

Planning Area – the geographic area addressed by a materials management plan.

Waste Diversion Center – property or a building, or a portion of property or a building, designated for the purpose of receiving or collecting diverted wastes and not used for residential purposes.

MATERIALS MANAGEMENT PLAN SYNOPSIS

1. Identify **all** materials management facilities and available **capacity**.
2. Focus on **utilization** capacity.
3. Determine a MSW **recycling rate**.
4. Develop **materials management goals** for utilization and recycling.
 - Organics, Recyclables, and other diversion activities
 - Benchmark Recycling Standards
5. Contains an **enforceable mechanism** and responsible parties for implementing the MMP.
6. Ensures materials management facilities that are needed can be **developed** and provides avenue for siting of NEW facilities (MUFs; Waste Diversion Centers; etc.).
 - Includes **local regulations** used in the siting process.
7. Includes an overview of the **transportation** infrastructure for all **managed materials**.
8. Documents an **implementation** strategy.
9. Annual MMP **Grants** and regional funding **Incentives**

MATERIALS MANAGEMENT PLAN SPECIFIC REQUIREMENTS

An MMP shall meet the following requirements:

1. Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
2. Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review under section.
 - How progress will be made to **reduce the amount of organic material** being disposed of, through food waste reduction, composting, and anaerobic digestion.
 - How progress will be made to **reduce the amount of recyclable materials** being disposed of, through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
3. A description of the resources needed for meeting the **materials management goals** and how the development of necessary materials utilization facilities and activities will be promoted.
 - A description of how the **benchmark recycling standards** will be met.
 - A timetable for **implementation**.
4. Identify by type and tonnage **all managed material generated** in the planning area, to determine the planning area's managed material capacity need and all managed material that is included in the planning area's materials management goals.
5. Require that a proposed materials management facility meet the requirements of Part 115 and be consistent with the materials management goals.
6. Identify and evaluate current and planned **materials management infrastructure and systems** that contribute or will contribute to meeting the materials management goals.
7. Include an **inventory** of the names and addresses of all of the following:
 - Existing disposal areas.
 - Materials utilization facilities.
 - Waste diversion centers.
8. The facilities inventoried shall, at a minimum, include the following information:
 - A summary of deficiencies.
 - The facility latitude and longitude.
 - The estimated facility acreage.
 - A description of the materials managed.
 - The processes for handling materials at the facility.
 - The total authorized capacity of the facility.
9. Identify all **materials management facilities** that **indicated capacity** for the planning area to manage the materials and include a statement that the owner or operator of each facility listed in the MMP has submitted such an acknowledgment to the county. If the submitted

acknowledgments **do not document sufficient capacity** for disposal or utilization of the identified managed materials to reach the MMP's materials management capacity requirements, including the materials management goals, the **MMP shall identify specific strategies**, including a schedule and approach to **develop** and **fund capacity**.

10. Ensure that the **materials management facilities** that are **identified** as necessary to be sited can be developed.
11. Include an **enforceable mechanism** to meet the goals of the MMP and implement the MMP.
12. Calculate the municipal solid waste **recycling rate** for the planning area.
13. Describe the materials management **transportation infrastructure**.
14. Include current and projected **population** densities and identify population centers and centers of managed material generation in the planning area, to demonstrate that the capacity required for managed material is met.
15. Describe the mechanisms by which municipalities in the planning area will ensure convenient **recycling access**, such as 1 or more of the following:
 - Assignment of the responsibility to the county or an authority.
 - A franchise agreement.
 - An intergovernmental agreement.
 - Municipal service.
 - Licensing under an ordinance.
 - A public-private partnership.
16. Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling standards.

The county or municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.

17. Identify the DPA and the **entity** or entities **responsible** for each of the MMP's responsibilities:
18. With respect to **education and outreach** for residents and businesses in the planning area, do both of the following:
 - Provide a strategic plan that identifies roles, responsibilities, funding sources, and methods for persons providing the education and outreach services.
 - Describe the county or regional role in providing continuing recycling education. The recycling education shall include, but is not limited to, providing a recycling guide, in hard copy at select public locations and electronically on a cell phone-friendly website. The recycling guide shall do the following:
 - Identify recycling locations.
 - Identify recyclable materials.
 - Explain how to prepare recyclable materials for collection.
 - Describe other best practices.
 - Include a listed telephone number for additional information.

19. Include a **siting process** and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
20. Take into consideration the MMPs of counties adjacent to the planning area, as they relate to the planning area's needs.
21. Document all opportunities for participation and involvement of the public, all affected agencies and parties, and the private sector, in the preparation of the MMP.
22. An MMP may include management plans for debris from environmental damage, for debris from **disasters**, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP.
23. If a solid waste **landfill** is **proposed** to be developed in the planning area within **two (2) miles** of a municipality that is located adjacent to the planning area, or if a **solid waste processing and transfer facility** or **materials utilization facility** is **proposed** to be developed in the planning area within **one (1) mile** of such a municipality, both of the following apply:
 - The CAA shall notify the legislative body of the adjacent municipality of the proposed development in writing. The notice shall include a copy of this subsection.
 - The planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.
24. An MMP shall include a **siting process** with a set of minimum **criteria**.
 - The siting process shall not include siting criteria that are more restrictive than state law, if a materials utilization facility could not be developed anywhere in the planning area under those criteria.
 - A materials utilization facility need not be sited if the CAA or DPA demonstrates to the department that the planning area has available capacity sufficient to address the managed materials identified by the MMP as being generated in the planning area.

Visit Michigan.gov/EGLEMMP or contact EGLE-MMP@Michigan.gov.

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