

Antrim County Materials Management Planning Committee

Date: Thursday, February 27, 2025
Time: 1:00 p.m. – 3:00 p.m.
Location: 203 E. Cayuga Street
Bellaire, MI 49615

PROPOSED AGENDA

- I. Welcome and Introductions**
- II. Public Comment**
- III. Approval of Agenda**
- IV. Approval of February 27, 2025 Meeting Minutes**
- V. May 2025 MMPC Meeting**
 - a. Proposed to move to Thursday, May 29, 2025
- VI. Bylaw Review, Discussion, and Consideration of Approval**
- VII. Work Program Review, Discussion, and Consideration of Approval**
- VIII. Materials Management Plan Discussion**
- IX. Public Comment**
- X. Adjourn**

Posted: _____

Signature: _____

Thursday, March 27, 2025

To: Antrim County MMPC
Fr: Mathew Cooke, Community Planner
Re: March 27th MMPC Meeting Agenda

May 2025 Meeting Date

We would like to ask the committee to consider moving the May 22, 2025 MMPC meeting to the following week on Thursday, May 29, 2025.

Bylaw Review, Discussion, and Consideration

The revised bylaws are attached for your review, discussion, and consideration. Included revisions are for per diem and mileage and to the conflict of interest. Following discussion and any additional revisions, the following motion is presented for your consideration:

Motion by _____, supported by _____, to approve the Antrim County Materials Management Planning Committee Bylaws (as presented/as amended) and send to the Antrim County Approval Agency for consideration of approval.

Work Program Review, Discussion, and Consideration

Attached for your review, discussion, and consideration is the draft Work Program. After meeting with EGLE on March 10th to review the drafted Work Program, the following was revised: Calling out timeline and tasks within Fiscal Year 2025, additional notes within tasks, additional information for public participation, and utilizing the EGLE budget template.

Motion by _____, supported by _____, to approve the Antrim County Materials Management Plan Work Program (as presented/as amended) and send to the Antrim County Approval Agency for consideration of approval.

Materials Management Plan Discussion

The purpose of this discussion is to get some input from MMPC members to help shape draft surveys, consider future community events and engagement, and hear what ideas members may have related to the goals and objectives, implementation, etc. of the process and MMP.

Some thoughts to get the discussion started may include public outreach ideas, materials that are seen in the county that can be better managed, or what can be done better within the county.

ANTRIM COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE

COMMITTEE BYLAWS

Section 1. Name and Office

1.1. Name

This organization shall be known as The Antrim County Material Management Planning Committee (MMPC).

1.2. Office

The office and mailing address of the Materials Management Planning Committee shall be:

Antrim County
203 E. Cayuga Street
Bellaire, MI 49615

Section 2. Purpose and Function

2.1. Purpose

The purpose of this organization, in accordance with the State of Michigan's Materials Management Program pursuant to Part 115 of the Natural Resources and Environmental Protection Act of the Michigan Acts of 1994 (the "Act"), is to:

- A. Implement a new Materials Management Plan (MMP) that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste; and
- B. To provide recommendations and guidance to those who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.
- C. To provide information through the DPA to the County Commission, who is designated as the County Approval Agency (CAA) under the Act and the MMP; and

- D. To provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

2.2. Function

The function of the MMPC is to:

- A. Meet on a consistent and timely basis to provide recommendations and guidance to the DPA for the Work Plan that is to be submitted to the State of Michigan.
- B. Review and approve the DPA work program.
- C. Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.
- D. Shape the MMP program's philosophy and long- and short-term goals and objectives.
- E. Provide the final level of approval of the MMP before it is presented for CAA approval.

Section 3. Member Establishment, Terms of Office, and Resignation

3.1. Establishment of Members

The Antrim County Materials Management Planning Committee shall consist of eleven (11) members, all of which shall be approved by the Antrim County Board of Commissioners. All members shall be selected pursuant to the criteria listed in the Act. One (1) member shall be voted to be the Chairperson and one (1) member shall be voted to be the Vice Chairperson by the other members.

3.2. Terms of Office

All MMPC members shall serve for five (5) years. If proscribed by the Act, members shall be re-appointed by the CAA who can also authorize their removal.

The MMPC can however, upon a majority vote, recommend to the CAA the acceptance or removal of a MMPC member. In case of a vacancy or change in

status, all members shall continue to serve until a successor is duly appointed in the same manner as the original appointment for the duration of the unexpired term.

3.3. Resignation

A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the CAA and copies to the Chairperson of the MMPC. Each committee member shall provide at least thirty (30) days' notice before any such resignation shall become effective.

Section 4. Officers

4.1. Chairperson

The Chairperson will:

- A. Preside over all MMPC meetings. The DPA representative shall communicate directly with the Chairperson prior to each meeting, providing an agenda for each meeting. Committee members shall have the ability to pose questions to the chair prior to each meeting and request that certain items be included in subsequent agenda meetings.
- B. In consultation with the DPA representative the Chair shall generate the agenda for each regular meeting; call meetings to order and formally close them; note whether a quorum is present; extend every courtesy to the discussion of the motions; repeat and/or explain each motion before it is voted upon.

4.2. Vice-Chairperson

The Vice-Chairperson will:

- A. Act in full capacity of the Chairperson, in their absence. If the Chairperson's position is vacated, the Vice-Chairperson shall act in the

Chairperson's capacity for the remainder of the term or until a new Chairperson is elected.

Section 5. Committees

5.1. Committees in General

The DPA Representative shall identify for the Committee any necessary ad hoc committees as necessary to assure the proper conduct of business.

Section 6. Meetings

6.1. Regular Meetings

Regular meetings of this MMPC will be held on a timely and consistent basis and open to the public. Meetings will be held at a location determined by the Chairperson with assistance from the DPA. Meetings shall comply with Michigan's Open Meetings Act and will be held in person and recorded.

6.2. Notice of Meetings

Written notice shall be mailed to each member of the MMPC at least ten (10) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the MMP website for public notice.

6.3. Special Meetings

With a 48-hour written notice to MMPC membership, special meetings may be requested by the DPA Representative.

6.4. Location of Meetings

The location of meetings will be held at the Antrim County Building where typical Board of Commissioner regular meetings are held. The MMPC may decide to hold meetings, workshops, or host public engagement at various public locations within the planning boundaries. The location of all meetings will be publicized in the public notices and agendas.

6.5. Quorum

A majority of the members of the planning committee constitute a quorum for the transaction of business at a meeting of the planning committee. For the purposes of determining the quorum, the number of members of the planning committee is the number as established under the Act 324.11572 subsection (4), excluding any unfilled vacancies created in the past 90 days. The affirmative vote of a majority of the number of members present of the planning committee as established under subsection (4) is required for official action of the planning committee.

6.6. Conducting Business

Business shall be conducted in accordance with Robert's Rules of Order and any applicable laws or regulations of Antrim County or state and federal law. All meetings shall be held in full compliance with the Open Meetings Act, MCL 15.261 et seq. Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

6.7. Voting

- A. Each member of the MMPC has one (1) vote. There is no proxy voting.
- B. Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.

6.8. Conflict of Interest

Members of the MMPC shall:

- A. Members shall disclose any financial conflict of interest with Antrim County regarding policies of the MMP agency, including any delegate agency.
 - a. It is acknowledged that the MMPC membership requirements of The Act may create financial conflicts.

B. Be fully compliant with the provisions of any applicable Antrim County Ethics Policy.

6.9. Minutes

The MMPC shall cause minutes to be kept of each meeting and such minutes be kept on record as required by the Open Meetings Act.

6.10. Per Diem and Mileage

Committee members seeking Per Diem and Mileage reimbursement will follow Antrim County policies.

Section 7. Amendments

These MMPC bylaws may be amended by the CAA, DPA, or any MMPC Member, who will provide such amendment to the MMPC at least fourteen (14) calendar days prior to the next scheduled MMPC meeting. Each proposed amendment will be sent to each MMPC member at least ten (10) calendar days before the meeting. The MMPC may debate the amendment and provide feedback before such amendment is implemented by the DPA.

Section 8. Conflict Provision

If the provisions of these Bylaws are in conflict with any local, state, or federal law, then local, state or federal law will supersede said provision(s).

Signature of Adoption

Adopted by the Antrim County

Materials Management Planning Committee:

Antrim County MMPC Chairperson

Date: _____



Antrim County Materials Management Plan Work Program

Approved by the Antrim County
Materials Management Planning Committee on:
xxxxxxxxxx, xx 2025

Acknowledgements

County Approval Agency Antrim County Board of Commissioners Bill Hefferan, Chairman boardofcommissioners@antrimcountymi.gov	MMP Grant Manager (Antrim) Janet Koch, Deputy County Administrator (231) 533-6265 countyadmin@antrimcountymi.gov
Designated Planning Agency Networks Northwest Mathew Cooke, Community Planner (231) 929-5056 mathew.cooke@networksnorthwest.org	

Antrim County Materials Management Planning Committee	
Regional Planning Agency Janie McNabb Networks Northwest	Materials Recovery Facility Mark Bevelhymmer GFL
County Elected Official Bill Hefferan Antrim County	Compost Facility Mark Tyslenko Morgan Composting
Township Elected Official Chris Weinzapfel Milton Township	Business Generating Managed Materials Austin Rowlander Arrow Enterprises
City or Village Elected Official Michelle Fox Village of Central Lake	Waste Diversion or Reduction <i>Vacancy</i>
Environmental Interest Group Lindsay Mason ECT	Managed Materials Hauler Melissa Zelenak Sunshine Recycling
Solid Waste Disposal Facility Andre Grobaski GFL	

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.

Please note that this Work Program is developed to meet Part 115 and may be amended.

Proposed Milestone Schedule

Please note that the yellow highlights denote the schedule for Fiscal Year 2025.

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

Tasks

Please note that the yellow highlights denote the tasks for Fiscal Year 2025.

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>	County	Completed
Establish County Appraisal Agency	<i>At their June 20 2024 meeting, the Antrim County Board of Commissioners accepted the responsibility of the CAA.</i>	County	Completed
Appoint Designated Planning Agency	<i>At their August 15 2024 meeting, the Antrim County Board of Commissioners appointed Networks Northwest at the DPA.</i>	County	Completed
Submit Notice of Intent	<i>Antrim County submitted its Notice of Intent to EGLE on July XX, 2024.</i>	County	Completed
2. Materials Management Planning Committee			
MMPC Recruitment	<i>Recruitment of MMPC members was done through multiple communications to Local Units of Government and identified organizations that met the Part 115 criteria and press releases to notice of the opportunity to apply to sit on the MMPC.</i>	County/DPA	Ongoing
MMPC Administrative Support	<i>Including but not limited to agenda setting, document preparation, scheduling, public noticing, recording of minutes, communications, and committee support.</i>	DPA	Ongoing
MMPC Bylaws	<i>The Antrim County MMPC approved the MMPC bylaws at its XXXX XX, 2025 meeting.</i>	County/DPA	In Progress
MMP Work Plan	<i>An extension was filed for the submittal of the Work program to April 1, 2025.</i>	DPA	In Progress
Submit Work Program for EGLE Approval	The Antrim County Work Program was submitted to EGLE on XXXX XX, 2025.	DPA	Future
3. Project Administration			
MMP Webpage	<i>In addition to the County Materials Management webpages, Networks Northwest is maintaining a Antrim County Materials Management Plan webpage.</i>	County/DPA	Ongoing
County Staff Contact	<i>See acknowledgements.</i>	County	Ongoing
4. Materials Management Planning Grant			

Submit Grant Application	<i>Submission takes place following the approval of the Work Program.</i>	County/DPA	Future
Grant Administration	<i>DPA and County to work together for MMP grant administration.</i>	County/DPA	Ongoing
5. MMP Contract			
Contract with Consultant	<i>Networks Northwest was selected as the contractor to act as the Antrim County Materials Management Plan Designated Planning Agency, manage the MMPC, and develop the MMP to meet Part 115. A contract was sign in September 2024 by all parties.</i>	County	Completed
6. Plan Project Management			
County and DPA Communications on Plan Progress	<i>Meetings between County staff and DPA as necessary. Written reports to be delivered to CAA's as process moves forward.</i>	County/DPA	Ongoing
7. Data Collection & Discovery Phase			
Previous Planning and Studies Review	<i>Collect, review, and analyze existing reports, studies, solid waste plans, etc.</i>	DPA	Future
Public Engagement and Awareness	<i>MMPC Meetings, community events, and presentations as requested.</i>	DPA	Future
Exsiting Conditions Analysis	<i>Evaluation of demographics, existing waste diversion, facilities, programs, educational awareness.</i>	DPA	Future
Summary of Findings		DPA	Future
8. Stakeholder Engagement			
Local Municipality Engagement	<i>Draft and release a survey for local units of government. Attend any requested local unit of government meetings.</i>	DPA	Future
Resident Engagement	<i>Draft and release a survey for residents. Identify various community events to bring awareness of MMP and collect responses from local residents</i>	DPA	Future
Hauler and Operator Engagement	<i>Draft and develop a survey for haulers and operators of managed materials.</i>	DPA	Future
Materials Engagement (Food waste, recycling, etc)	<i>To be included in the surveys.</i>	DPA	Future
9. Analysis and Opportunities Phase			
Gap Analysis and Needs Assessment		DPA	Future
Best Management Practices Evaluation		DPA	Future
Supporting Policy and Funding Mechanism		DPA	Future
Draft Model Ordinances		DPA	Future

10. Prepare Draft Materials Management Plan			
Develop Draft Materials Management Plan		DPA	Future
Goals and Objectives		DPA	Future
Action Plan		DPA	Future
Implementation Strategy		DPA	Future
11. Plan Adoption			
MMPC Draft MMP Approval		DPA	Future
60-Day Public Comment Period and Public Hearing		DPA	Future
Plan Revisions		DPA	Future
MMP adopted by CAA		County/DPA	Future
Cities, Villages, and Townships Approval of MMP		DPA	Future
MMP Submission for EGLE Final Approval		DPA	Future
12. Plan Implementation			
Goals and Objectives Workplan		County/DPA	Future
New Program Development or Enhancement		County/DPA	Future
Funding		County/DPA	Future
Education and Outreach		County/DPA	Future
Data Collection, Updates and Maintenance		County/DPA	Future
Partnerships and Collaboration		County/DPA	Future

Public Participation

The Antrim County Materials Management Planning Committee is scheduled to meet on the 4th Thursday of each month at 1:00 p.m., unless otherwise notified with meetings taking place at the Antrim County Government Center or other locations within the planning area. Meeting agendas contain two opportunities for public comment. Additional public input opportunities will be presented in community events, requested local units of government meetings, and a planning area survey. Outside of meetings, the DPA representative is also available for any discussions with members of the public regarding materials management planning.

In addition to information on the respective County webpages, Networks Northwest maintains an Antrim County MMP Resource Webpage (nwm.org/MMP) with meeting information and planning process documents as they are developed.

Projected meeting dates for Fiscal Year 2025 are:

- Thursday, February 27, 2025
- Thursday, March 27, 2025
- Thursday, April 24, 2025
- Thursday, May 29, 2025
- Thursday, June 26, 2025
- Thursday, July 24, 2025
- Thursday, August 28, 2025
- Thursday, September 25, 2025

Costs

<i>Five (5) Year Projected Materials Management Planning Grant Revenues Received by Antrim County for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 11,715.50
<i>2020 Antrim County Census Population - 23,431</i>	
<i>Years 1, 2, and 3 Subtotal</i>	<i>\$ 215,146.50</i>
<i>Years 4 and 5 Subtotal</i>	<i>\$ 120,000.00</i>
MMP 5 Year Total	\$ 335,146.50

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by Antrim County for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 11,715.50
<i>2020 Antrim County Census Population – 23,431</i>	
FY 25 Total	\$ 71,715.50

<i>FY 25 Materials Management Planning Grant Expenditure Budget for MMP Planning and Implementation</i>	
Task	Amount
Contractual Services (Materials Management Plan development to meet Part 115, MMPC facilitation and administration, meeting noticing, approval process)	\$ 60,000.00
Antrim County Expenses (Staff Time, Meeting Expenses, Future Implementation, Contingency)	\$ 11,715.50
Total Expenses	\$ 71,715.50

Staffing

<u>Position</u>	<u>FTE</u>	<u>Responsibilities</u>
<u>Networks Northwest (DPA)</u>		Listed in Work Program Tasks
Antrim County Staff		Listed in Work Program Tasks