

## **Charlevoix County Materials Management Planning Committee**

**Date:** Thursday, March 27, 2025

**Time:** 9:00 a.m. – 11:00 a.m.

**Location:** Shirley Roloff Center  
13513 Division Street  
Charlevoix, MI 49720

### **PROPOSED AGENDA**

- I. Welcome and Introductions**
- II. Public Comment**
- III. Approval of Agenda**
- IV. Election of Officers**
  - a. Chair
  - b. Vice-Chair
- V. Meeting Schedule**
  - a. May 2025 Meeting - Proposed to move to Thursday, May 29, 2025
- VI. MMP Overview, Process, and Committee Duties**
- VII. Committee Bylaw Review and Consideration**
- VIII. Work Program Overview and Review**
- IX. EGLE Plan Format Review**
- X. Public Comment**
- XI. Adjourn**

**Posted:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Thursday, March 27, 2025

To: Charlevoix County Materials Management Planning Committee  
Fr: Mathew Cooke, Community Planner  
Re: MMPC Agenda

### Election of Officers

After the DPA calls the meeting to order, a chairperson, a vice-chairperson, and a secretary will be elected at this meeting.

### Meeting Schedule

At this meeting, we will set the future meeting schedule for MMPC meetings. Currently, we are planning for the 4<sup>th</sup> Thursday of the month at 9:00 a.m.

We would also like to propose the moving of the Thursday, May 22, 2025 MMPC meeting to occur on Thursday, May 29, 2025.

### Bylaw Review

Please review the attached draft bylaws for the MMPC, which have gone through the County's legal team and have been approved by resolution by the Charlevoix County Board of Commissioners. An example motion is presented for your consideration.

*Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the Charlevoix County Materials Management Planning Committee Bylaws.*

### Work Program Overview

We will review the draft work program at this meeting with consideration of approval occurring at the following meeting.

### EGLE Plan Format Review

Please see the attached EGLE Plan Format but note that the State has removed this and will be releasing a new document.

Please let me know if you have any questions or need anything prior to the meeting!

**CHARLEVOIX COUNTY  
MATERIALS MANAGEMENT PLANNING COMMITTEE  
Bylaws**

1. **PURPOSE.** These Bylaws are adopted to provide for the efficient and uniform administration of the Charlevoix County Materials Planning Committee (the Planning Committee).
2. **MEMBERSHIP.** The Planning Committee shall be composed of twelve (12) members appointed by the Charlevoix County Board of Commissioners, acting as the County Approval Agency (CAA), as provided in Charlevoix County Board of Commissioners' Resolution No. \_\_\_\_\_.
3. **OFFICERS.**
  - 3.1 **Officers.** The officers of the Planning Committee shall be a Chairperson, Vice Chairperson, and Secretary.
  - 3.2 **Election of Officers.** The officers of the Planning Committee shall be chosen from its members by the Planning Committee at its annual meeting held in January of each year. The term of office for each officer shall be one (1) year, or until his or her successor is chosen and assumes office.
  - 3.3 **Chairperson.** The Chairperson shall preside over all meetings of the Planning Committee.
  - 3.4 **Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.
  - 3.5 **Secretary.** The Secretary shall assure that the minutes of all meetings of the Planning Committee are properly recorded. He or she shall also perform such other duties as may be assigned by the Chairperson or the Planning Committee.
  - 3.6 **Vacancies.** If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the office of Chairperson for the remainder of the term. All other vacancies in offices shall be filled by the Planning Committee from its members for the unexpired term of the office.
4. **MEETINGS**
  - 4.1 **Regular Schedule.** The regular meetings of the Planning Committee shall be held no less than quarterly as determined by the Designated Planning Agency (DPA) and shall be formally recognized at the annual meeting in January each year and posted as required by the Open Meetings Act, as amended. If any

regularly scheduled meeting falls on a legal holiday, the Planning Committee shall recognize an alternate date in the same calendar quarter, as determined by the Designated Planning Agency (DPA), for the regular meeting. Notice of this alternate date shall be given as provided in Section 5.3.

- 4.2 Special Meetings.** Special meetings of the Planning Committee shall be held at the call of the DPA. No less than eighteen (18) hours before the scheduled special meeting, the DPA shall provide each member of the Planning Committee with a written notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This written notice shall be mailed or emailed to each member of the Planning Committee, given personally to each member, or left at the member's usual place of residence.
- 4.3 Place of Meeting.** Meetings of the Planning Committee shall be held at locations determined by the DPA. Whenever the DPA determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility. A notice of the change in meeting location shall be prominently posted at the Shirley Roloff Center so that it is visible from outside, posted on the County's website, and published in a newspaper of general circulation within the county, if such publication can be accomplished prior to the meeting.
- 4.4 Time of Meetings.** Meetings of the Planning Committee shall begin at \_\_\_\_\_ a.m./p.m., unless the Planning Committee, by a vote of a majority of its members, specifies a different starting time. **The Planning Committee shall not begin considering any matter on the agenda after \_\_\_\_\_ p.m., except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called.** [NOTE: THESE SENTENCES MAY NOT BE NEEDED. I INSERT THESE SENTENCES WHEN THE MEETINGS WILL BE IN THE EVENINGS.]
- 4.5 Change in Schedule.** Changes in the schedule of a regular meeting shall not be made except as determined by the DPA. If a quorum is not present at a regular meeting, the meeting shall be rescheduled, and a notice of the rescheduled regular meeting shall be posted as required in Section 5.3.
- 4.6 Meeting Attendance.** Each member of the Planning Committee shall attend all regular and special meetings of the Planning Committee, unless excused by the DPA for good cause. A member of the Planning Committee with three (3) consecutive unexcused absences may be removed from office by the Charlevoix County Board of Commissioners, acting as the CAA, following written notice and a hearing before the Board.

## **5. PUBLIC NOTICE OF MEETINGS**

- 5.1 Public Notice of Meetings.** The DPA shall be responsible for providing the proper notice of all meetings of the Planning Committee. Notices shall comply with the Open Meetings Act, as amended.
- 5.2 Regular Meetings.** The DPA shall post, or cause to be posted, at the Shirley Roloff Center so that it is visible from outside a notice within ten (10) days after the first meeting of the Planning Committee in each calendar year indicating the dates, times, and places of regular meetings.
- 5.3 Schedule Change.** Whenever the Planning Committee changes its schedule of regular meetings, the DPA shall, within three (3) days after the regular meeting at which the change was made, post, or cause to be posted, a public notice stating the dates, times, and places of the new schedule of regular meetings at the Shirley Roloff Center so that it is visible from outside and on a portion of the County's website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those nonregularly scheduled public meetings.
- 5.4 Special Meetings.** No less than eighteen (18) hours before any scheduled special meeting, the DPA shall post, or cause to be posted, a notice of the special meeting, including the purpose for which the special meeting is called, at the Shirley Roloff Center so that it is visible from outside and on a portion of the County's website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those nonregularly scheduled public meetings.

## **6. QUORUM AND VOTING**

- 6.1 Quorum.** A majority of the members of the Planning Committee shall constitute a quorum for the transaction of business at all meetings of the Planning Committee. For the purposes of determining the quorum, the number of members of the Planning Committee is the number appointed under Section 3.1 of the Resolution establishing the Planning Committee.
- 6.2 Voting.** The affirmative vote of a majority of the number of members of the Planning Committee as appointed under Section 3.1 of the Resolution

establishing the Planning Committee is required for official action of the Planning Committee.

## **7. REGULAR MEETING AGENDA.**

### **7.1 Regular Meeting Agenda.** The agenda for a regular meeting of the Planning Committee shall be as follows:

- a. Call to order.
- b. Roll call.
- c. Public comments.
- d. Approval of minutes.
- e. New business.
- f. Unfinished business.
- g. Correspondence/Reports.
- h. Adjournment.

The Planning Committee reserves the right to alter the agenda by a majority vote of the members present at the meeting.

### **7.2 Special Meeting Agenda.** Whenever the Planning Committee meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Planning Committee are present and concur.

## **8. CONDUCT OF MEETINGS.**

### **8.1 Members of the Public.** Members of the public wishing to address the Planning Committee during the meeting shall first be recognized by the Chairperson, and each person who speaks shall state his or her name and shall address the entire Planning Committee.

### **8.2 Time for Public Comments.** The Chairperson shall provide the public a reasonable time period for public comment. The Planning Committee may extend the time for public comment by a majority vote of the Planning Committee members present.

### **8.3 Written Statements Submitted by the Public.** All written statements should be given to the Secretary or his/her designee prior to the commencement of the meeting. All written statements and documents presented to the Planning Committee by an individual are considered public documents and shall be retained in the public record of the meeting.

**8.4 Disorderly Conduct at Meetings.** Individuals addressing the Planning Committee should take into consideration the rules of common courtesy. The comments by members of the public cannot be used to make personal attacks against the DPA, members of the Planning Committee or county staff. The Chairperson may call out of order any person who is being disorderly by speaking or otherwise disrupting the meeting, failing to be germane, and/or yelling, shouting or speaking vulgarities. Such person shall thereupon be seated until the Chairperson determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by a majority vote of the Planning Committee members present. If the person continues to be disorderly to the extent that the Planning Committee cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The Planning Committee shall have the right to adjourn or recess the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public meeting, except for an actual breach of the peace committed at the meeting.

**8.5 Robert's Rules of Order.** Except as modified by these Bylaws and state or federal law, the Planning Committee shall follow Robert's Rules of Order, as Revised, for all procedural questions.

## **9. RECORD OF MEETINGS.**

**9.1 Recording Responsibility.** The Secretary or his/her designee shall be responsible for maintaining the official records and minutes of each meeting of the Planning Committee. The minutes shall include all the actions of the Planning Committee with respect to motions. The minutes shall include the names of Planning Committee members who present motions and Planning Committee members who second motions as well as the vote of the Planning Committee on such motions. If a roll call vote is taken, the record shall show the "yes" and "no" votes. However, if all members vote "yes" or "no", the minutes may then reflect motion carried or was defeated by unanimous vote.

**9.2 Voting.** Whenever a question is put by the Chairperson, every Planning Committee member present shall vote on the question. If a member has a conflict of interest, such conflict of interest shall be fully stated on the record. If a question exists whether the circumstances actually present a conflict of interest, the Planning Committee may, by majority vote of the members present, adjourn the item under consideration case to a specific time, date, and place in order to obtain a written opinion from the County's civil counsel. Once the conflict of interest is declared or confirmed, the Planning Committee member with the conflict of interest shall abstain from participating and voting in the case.

- 9.3 Requests for Remarks to be Included.** Any Planning Committee member may request to have his or her comments printed as part of the minutes. If there are no objections by any Planning Committee member present, the comments may be included. If there is an objection to including the requested comments in the minutes, the Planning Committee shall decide the matter by a majority vote of the Planning Committee members present.
- 9.4 Public Access to Meeting Records.** The Secretary or his/her designee shall make available to the public the minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Secretary or his/her designee but not approved by the Planning Committee shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Planning Committee shall be available within five (5) business days after the meeting at which they were approved. The Secretary or his/her designee shall promptly mail copies of minutes to persons who have subscribed and paid the required fee as determined by the Board of Commissioners.
- 10. AMENDMENTS.** These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws must be submitted in writing to the members of the Planning Committee at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the Planning Committee membership as appointed under Section 3.1 of the Resolution establishing the Planning Committee shall be required to amend these Bylaws.
- 11. SEVERABILITY.** If any section, provision or clause of these Bylaws or the application thereof to any person or circumstance shall be invalid, such invalidity shall not affect any remaining portion or application of these Bylaws which can be given effect without the invalid portion or application.



These Bylaws were adopted by the Charlevoix County Materials Management Planning Committee at its meeting held on \_\_\_\_\_, 2025.

CHARLEVOIX COUNTY MATERIALS  
MANAGEMENT PLANNING  
COMMITTEE

By: \_\_\_\_\_

Its: Chairperson

By: \_\_\_\_\_

Its: Secretary

FEBRUARY 26, 2025

**RESTATED RESOLUTION ESTABLISHING THE CHARLEVOIX COUNTY  
MATERIALS MANAGEMENT PLANNING COMMITTEE**

**RECITALS**

- A. Under MCL 324.11502(42), the County Approval Agency (CAA) is defined to be the Board of Commissioners.
- B. Pursuant to MCL 324.11572(1) the CAA is required to establish a materials management planning committee within 180 days after it submits to the Michigan Department of Environment, Great Lakes, and Energy (the Department) its notice of intent to prepare a materials management plan.
- C. The Charlevoix County Board of Commissioners as the CAA adopted Resolution 24-112 on September 25, 2024 establishing a materials management planning committee consistent with the requirements of MCL 324.11572 and MCL 324.11573.
- D. The Board of Commissioners desires to revise Resolution 24-112 as provided in this restated Resolution.

**RESOLUTION**

NOW, THEREFORE, BE IT RESOLVED, that the Charlevoix County Board of Commissioners as the CAA hereby establishes a materials management planning committee subject to the terms and conditions of this restated Resolution.

**Section 1. Name.**

The name of the materials management planning committee shall be the Charlevoix County Materials Management Planning Committee (the Planning Committee).

**Section 2. Permanent Body.**

Pursuant to MCL 324.11572(1) the Planning Committee shall be a permanent body.

**Section 3. Membership and Appointment, Terms, and Removal.**

- 1. The Planning Committee shall consist of twelve (12) members appointed by the CAA who fall within one of the following categories:

- a. A representative of a solid waste disposal facility operator that provides service in the county.
  - b. A representative of a hauler that provides service in the county.
  - c. A representative of a materials recovery facility operator that provides service in the county.
  - d. A representative of a composting facility or anaerobic digester operator that provides service in the county.
  - e. A representative of a waste diversion, reuse, or reduction facility operator that provides service in the county.
  - f. A representative of an environmental interest group that has members residing in the county.
  - g. An elected official of the county.
  - h. An elected official of a township in the county.
  - i. An elected official of a city or village in the county.
  - j. A representative of a business that generates a managed material in the county.
  - k. A representative of the regional planning agency whose territory includes the county.
  - l. A representative that does business in a county adjacent to Charlevoix County.
2. The first members appointed to the Planning Committee shall serve for a term of five (5) years. Following the initial 5-year terms and to provide for staggered terms thereafter, the members appointed in categories 1a-c shall be appointed for a term of two (2) years, members appointed in categories 1d-f shall be appointed for a term of three (3) years, members appointed in categories 1g-i shall be appointed for a term of four (4) years, and members appointed in categories 1j-l shall be appointed for a term of five (5) years. After these staggered term appointments all members shall serve for a term of five (5) years. Any member shall be eligible for reappointment.

3. After written charges and a public hearing before the county Board of Commissioners as the CAA, a member of the Planning Committee may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a majority vote of the entire county Board of Commissioners. The failure of a Planning Committee member to regularly attend scheduled meetings of the Planning Committee shall constitute nonfeasance in office. The Designated Planning Agency (DPA) shall report to the county Board of Commissioners when a Planning Committee member has failed to attend three (3) consecutive Planning Committee meetings.

#### **Section 4. Responsibilities of the Planning Committee.**

In addition to its other responsibilities under Part 115 of the Natural Resources and Environmental Protection Act, MCL 324.11501, *et seq*, the Planning Committee shall do all of the following:

- a. Direct the DPA in the preparation of the Materials Management Plan (MMP).
- b. Review and approve the DPA's work program under MCL 324.11587(4).
- c. Identify relevant local materials management policies and priorities.
- d. Ensure coordination in the preparation of the MMP.
- e. Advise Charlevoix County and the municipalities within the county with respect to the MMP.
- f. Ensure that the DPA is fulfilling the requirements of Part 115 as to both the content of the MMP and public participation. The Planning Committee shall notify the DPA of any deficiencies. If the deficiencies are not addressed by the DPA to the Planning Committee's satisfaction, the Planning Committee shall notify the CAA. If the deficiencies are not addressed by the CAA to the Planning Committee's satisfaction, the Planning Committee shall notify the Department. The Department shall address the deficiencies and may prepare the MMP under MCL 324.11575(11).

#### **Section 5. Meetings, Quorum, Voting, and Agendas.**

The Planning Committee shall hold its regular meetings no less than quarterly in each calendar year, the specific dates and locations to be determined by the DPA. The DPA, however, may call special meetings of the Planning Committee when he or she determines that business before the Planning Committee cannot wait until the next regular meeting. A majority of the members of the Planning Committee shall constitute a quorum for the transaction of business at all meetings of the Planning Committee.

For the purposes of determining the quorum, the number of members of the Planning Committee is the number appointed under Section 3.1 above, excluding any unfilled vacancies created in the past 90 days. The affirmative vote of a majority of the number of members of the Planning Committee as appointed under Section 3.1 above is required for official action of the Planning Committee. The Planning Committee shall adopt procedures for the conduct of its business. The DPA shall be responsible for preparing all meeting agenda and posting all notices required under the Open Meetings Act.

#### Section 6. Officers and Committees.

At the first meeting of the Planning Committee called by the DPA the Planning Committee shall elect from among its members a chairperson, vice-chairperson, and secretary. The terms of these officers shall be one (1) year, with eligibility for reelection. The Chairperson shall preside over all meetings of the Planning Committee.

The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson. The Secretary shall ensure that the minutes of all meetings of the Planning Committee are properly recorded. He or she shall also perform such other duties as may be assigned by the Chairperson or the Planning Committee.

#### Section 7. Per Diem and Expenses.

The members of the Planning Committee may be compensated a per diem as determined by the Board of Commissioners as the CAA and are entitled to actual and necessary expenses approved by the Board of Commissioners incurred in the performance of their official duties.

#### Section 8. Vacancy.

If a vacancy occurs on the Planning Committee, the Board of Commissioners as the CAA shall appoint a person to fill the vacancy for the unexpired term. The person appointed to fill the vacancy, however, shall be within the category specified in Section 3.1 above from which the person creating the vacancy came.

#### Section 9. Open Meetings Act, and Freedom of Information Act.

The Planning Committee shall fully comply with the Open Meetings Act, as amended, MCL 15.261, *et seq.* and the Freedom of Information Act, as amended, MCL 15.231, *et seq.*

  
Chairman of the Board

  
Clerk to the Board of Commissioners



**CHARLEVOIX COUNTY**  
— M I C H I G A N —

# Charlevoix County Materials Management Plan Work Program

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

## Acknowledgements

<b>County Approval Agency</b> Charlevoix County Board of Commissioners Scott Hankins, Chairman district5@charlevoixcounty.org	<b>MMP Grant Manager</b> Kevin Shepard, County Administrator (231) 237-0156 administration@charlevoixcounty.org
<b>Designated Planning Agency</b> Networks Northwest Mathew Cooke, Community Planner (231) 929-5056 mathew.cooke@networksnorthwest.org	

Charlevoix County Materials Management Planning Committee	
<b>Regional Planning Agency</b> Janie McNabb Networks Northwest	<b>Materials Recovery Facility</b> Andre Grobaski GFL
<b>County Elected Official</b> Annemarie Conway Charlevoix County	<b>Compost Facility</b> Eliza Hensel Michigan State University Extension
<b>Township Elected Official</b> Robin Hissong-Berry Melrose Township	<b>Business Generating Managed Materials</b> Jonathan Scheel City of Charlevoix
<b>City or Village Elected Official</b> Tim Nemecek City of Boyne City	<b>Waste Diversion or Reduction</b> Mark Bevelhymmer GFL
<b>Environmental Interest Group</b> Kyra Allen Charlevoix Conservation District	<b>Managed Materials Hauler</b> Kirk Miller Waste Management
<b>Solid Waste Disposal Facility</b> Victor VanDeventer Beaver Island	<b>Additional Member Allowed per Part 115</b> Josh Chamberlain Charlevoix County

## **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
<b>Task</b>																				
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
<b>1. Planning Initiation</b>			
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 Charlevoix 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 Charlevoix County Board of Commissioners appointed Networks Northwest at the DPA.</i>	County	Completed
Submit Notice of Intent	<i>Charlevoix County submitted its Notice of Intent to EGLE on July XX, 2024.</i>	County	Completed
<b>2. Materials Management Planning Committee</b>			
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 Charlevoix 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 May 1, 2025.</i>	DPA	In Progress
Submit Work Program for EGLE Approval	<i>The Charlevoix County Work Program was submitted to EGLE on XXXX XX, 2025.</i>	DPA	Future
<b>3. Project Administration</b>			
MMP Webpage	<i>In addition to the County Materials Management webpages, Networks Northwest is maintaining a Charlevoix County Materials Management Plan webpage.</i>	County/DPA	Ongoing
County Staff Contact	<i>See acknowledgements.</i>	County	Ongoing
<b>4. Materials Management Planning Grant</b>			

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
<b>5. MMP Contract</b>			
Contract with Consultant	<i>Networks Northwest was selected as the contractor to act as the Charlevoix 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
<b>6. Plan Project Management</b>			
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
<b>7. Data Collection &amp; Discovery Phase</b>			
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
<b>8. Stakeholder Engagement</b>			
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
<b>9. Analysis and Opportunities Phase</b>			
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

<b>10. Prepare Draft Materials Management Plan</b>			
Develop Draft Materials Management Plan		DPA	Future
Goals and Objectives		DPA	Future
Action Plan		DPA	Future
Implementation Strategy		DPA	Future
<b>11. Plan Adoption</b>			
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
<b>12. Plan Implementation</b>			
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 Charlevoix County Materials Management Planning Committee is scheduled to meet on the 4<sup>th</sup> Thursday of each month at 9:00 a.m., unless otherwise notified with meetings taking place at the Charlevoix County Shirley Roloff 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 Charlevoix County webpage, Networks Northwest maintains a Charlevoix County MMP Resource Webpage ([nwm.org/MMP](http://nwm.org/MMP)) with meeting information and planning process documents as they are developed.

Projected meeting dates for Fiscal Year 2025 are:

- 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 Charlevoix County for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 13,072.00
<i>2020 Charlevoix County Census Population - 23,431</i>	
<i>Years 1, 2, and 3 Subtotal</i>	<i>\$ 219,216.00</i>
<i>Years 4 and 5 Subtotal</i>	<i>\$ 120,000.00</i>
<b>MMP 5 Year Total</b>	<b>\$ 339,216.00</b>

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by Charlevoix County for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 13,072.00
<i>2020 Charlevoix County Census Population – 26,054</i>	
<b>FY 25 Total</b>	<b>\$ 73,072.00</b>

<b><i>FY 25 Materials Management Planning Grant Expenditure Budget for MMP Planning and Implementation</i></b>	
<b>Task</b>	<b>Amount</b>
Contractual Services (Materials Management Plan development to meet Part 115, MMPC facilitation and administration, meeting noticing, approval process)	\$ 60,000.00
Charlevoix County Expenses (Staff Time, Meeting Expenses, Future Implementation, Contingency)	\$ 13,072.00
<b>Total Expenses</b>	<b>\$ 73,072.00</b>

## **Staffing**

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