



CHARLEVOIX COUNTY
— M I C H I G A N —

Charlevoix County Materials Management Plan Fiscal Year 2025 Work Program

Approved by the Charlevoix County
Materials Management Planning Committee on:
April 24 2025

Approved by the Charlevoix County
County Approval Agency on:
May 14 2025

Acknowledgements

County Approval Agency Charlevoix County Board of Commissioners Scott Hankins, Chairman district5@charlevoixcounty.org	MMP Grant Manager Kevin Shepard, County Administrator 13513 Division St. Charlevoix, MI 49720 (231) 237-0156 administration@charlevoixcounty.org
Designated Planning Agency Networks Northwest Mathew Cooke, Community Planner 600 East Front Street Suite 205 Traverse City, MI 49686 (231) 929-5056 mathew.cooke@networksnorthwest.org	

Charlevoix County Materials Management Planning Committee	
Regional Planning Agency Janie McNabb Networks Northwest	Materials Recovery Facility Andre Grobaski GFL
County Elected Official Annemarie Conway Charlevoix County	Compost Facility Eliza Hensel Michigan State University Extension
Township Elected Official Robin Hissong-Berry Melrose Township	Business Generating Managed Materials Jonathan Scheel City of Charlevoix
City or Village Elected Official Tim Nemecek City of Boyne City	Waste Diversion or Reduction Mark Bevelhymer GFL
Environmental Interest Group Kyra Allen Charlevoix Conservation District	Managed Materials Hauler Kirk Miller Waste Management
Solid Waste Disposal Facility Victor VanDeventer Beaver Island	Additional Member Allowed per Part 115 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
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 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 06, 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 Charlevoix County MMPC approved the MMPC bylaws at its April 24, 2025 meeting.</i>	County/DPA	In Progress
MMP Work Plan	<i>An extension was filed for the submittal of the Work program to June 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
3. Project Administration			
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
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 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
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 Charlevoix County Materials Management Planning Committee is scheduled to meet on the 4th Thursday of each month at 10:00 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) 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	\$ 13,027.00
<i>2020 Charlevoix County Census Population – 26,054</i>	
<i>Years 1, 2, and 3 Subtotal</i>	<i>\$ 219,081.00</i>
<i>Years 4 and 5 Subtotal</i>	<i>\$ 120,000.00</i>
MMP 5 Year Total	\$ 339,081.00

<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	\$ 13,027.00
<i>2020 Charlevoix County Census Population – 26,054</i>	
FY 25 Total	\$ 73,027.00

**FY 25 Materials Management Planning Grant
Expenditure Budget for MMP Planning and Implementation**

Task	Amount
Contractual Services <i>Materials Management Plan Development to Meet Part 115</i> <i>MMP Process Administration</i> <i>MMPC Facilitation and Administration</i> <i>Public Engagement</i> <i>Meeting Notices</i> <i>Approval Process</i>	\$ 60,000.00
Charlevoix County Expenses <i>Staff Time - \$2,724.30</i> <i>Meeting Expenses - \$9,000.00</i> <i>Contingency - \$1,302.70</i>	\$ 13,027.00
Total Expenses	\$ 73,027.00

Staffing

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