

CHARLEVOIX COUNTY MATERIALS MANAGEMENT PLAN

AUGUST 27, 2026 DRAFT



CHARLEVOIX COUNTY
— M I C H I G A N —

Charlevoix County Materials Management
Planning Committee Approval

- MM DD YYYY

Charlevoix County Board of Commissioners
Approval

- MM DD YYYY



REDUCE



REUSE



RECYCLE

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MATERIALS MANAGEMENT PLAN COVER PAGE

Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, states that the Department of Environment, Great Lakes, and Energy (Department) shall ensure that each county has an approved materials management plan (MMP). Per Section 11574(2), the Department shall prepare the standard format and provide a copy of the standard format to each Designated Planning Agency (DPA) that the Department knows will prepare an MMP. The Department shall also provide the standard format to any other person upon request.

This MMP was developed using Part 115 legislation and the MMP Plan Format as provided by EGLE.

DATE SUBMITTED TO EGLE: July XX 2027
EGLE APPROVAL DATE: MONTH XX 2027

All counties participating in this Plan are listed below and will be referenced throughout this plan as the planning area or county, as applicable.

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ACKNOWLEDGEMENTS

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CHARLEVOIX COUNTY BOARD OF COMMISSIONERS - COUNTY APPROVAL AGENCY

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CHARLEVOIX COUNTY MUNICIPALITIES

Bay Township - Boyne Valley Township - Chandler Township - Charlevoix Township - Evangeline Township
Eveline Township - Hayes Township - Hudson Township - Marion Township - Melrose Township
Norwood Township - Peaine Township - St. James Township - South Arm Township - Wilson Township
City of Boyne City - City of Charlevoix - City of East Jordan - Village of Boyne Falls

CHARLEVOIX COUNTY STAFF

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INTRODUCTION

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 assure material management capacities for non-hazardous waste generated in the County, ensuring materials 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.

STATE OF MICHIGAN AND PART 115 MMP GOALS

Part 115 identifies the goals of a materials management plan are to protect public health and the environment from the hazards of improper waste disposal while ensuring materials are managed sustainably to benefit the economy, environment, and communities. The plan ensures that all generated materials are collected and disposed of properly at appropriate facilities.

The State of Michigan’s targets to reduce landfilled materials include cutting food waste by 50% by 2030 and increasing the municipal recycling rate to 30% by 2029.

SETTING THE SCENE (2023 TO 2024)

The years 2023 and 2024 served as the baseline and foundational period for this transition. Following the enactment of the Part 115 amendments, counties evaluated their existing, legacy solid waste frameworks and initiated regional conversations. EGLE’s formal call in early 2024 officially triggered the timeline for local governments to organize, collaborate, and inventory their current materials management landscapes.

MMP DEVELOPMENT PROCESS (2024 TO 2027)

The development of this MMP spans a multi-year collaborative process running from 2024 through 2027. This period involves a structured sequence of data collection, stakeholder engagement, public comment, and formal municipal approvals. Through this iterative process, the County is working alongside local municipalities, waste industry partners, and the public to design a forward-looking system tailored to our community’s specific needs.

PURPOSE OF THIS MMP

While this plan satisfies a mandatory state legal requirement, its primary local purpose is to serve as a strategic roadmap for the County. Specifically, this MMP ensures the following vital functions:

CAPACITY & COMPLIANCE ASSURANCE: Guarantees long-term management capacity for all non-hazardous solid waste generated within the County. It ensures that municipal solid waste, organic material, and recyclable

commodities are collected, processed, or safely disposed of at facilities operating in strict compliance with state and federal laws.

SITING CRITERIA & REGULATION: Establishes and regulates clear, predictable criteria for siting all future materials management infrastructure, including landfills, transfer stations, materials recovery facilities (MRFs), and composting operations.

INFRASTRUCTURE ASSET MAPPING: Documents existing public and private infrastructure while identifying geographic gaps and technological needs.

STRATEGIC GROWTH: Defines actionable goals, funding pathways, and operational opportunities to build a more resilient, sustainable, and economically vibrant materials management system for the County.

SECTION ONE: PLANNING AREA PROFILE

DEMOGRAPHIC PROFILE

Charlevoix County holds a total full time population of 26,143 according to the 2020 Census. Population projections from the Michigan Labour Market Information shows a decrease in population over the next 25 years, attributed to the aging population of the County. While tourism is prevalent throughout the year in Charlevoix County, [the Seasonal Population Study for Northwest Michigan](#) shows an average of 11,213 overnight population (hotels and short term rentals) and an average 4,578 part-time residents (second-home owners) which inflates to an average of over 11,000 part-time residents during the summer months.

Please see the Charlevoix County Demographic Profile for population and select housing, income, and employment data.

Table 1.1 Charlevoix County Seasonal Population

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.
Full-Time Population	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054
Part-Time Population	1,391	1,391	2,086	2,086	2,086	11,126	11,126	11,126	3,129	3,129	3,129	3,129	4,578
Overnight Population	7,337	7,504	6,640	6,463	12,363	15,951	22,353	18,384	13,626	11,452	5,510	6,970	11,213
Accommodations	2,670	2,460	2,510	3,446	8,217	9,499	15,010	10,720	8,023	6,024	2,820	2,744	6,179
Short-term Rentals	4,667	5,045	4,130	3,017	4,146	6,452	7,342	7,664	5,603	5,428	2,690	4,225	5,034
Total	34,781	34,949	34,780	34,603	40,504	53,131	59,533	55,564	42,809	40,635	34,694	36,153	41,845

MMP DATA ANALYSIS

RRS assisted with the collection and analysis of Charlevoix County's material management data. Below is the information related to landfilled waste, estimated material type, and rates of diversion. Of note was the discovery of high industrial waste tonnages attributed to the East Jordan Ironworks Foundry demolition and construction. Additionally, it was noted that Charlevoix County's municipal solid waste tonnages were lower than what could be expected. This was found to likely stem from reporting issues at transfer station attributing Antrim County for Charlevoix County's municipal and commercial waste. The full report can be found in Appendix XX.

LANDFILL WASTE GENERATION

The following table shows the abbreviation and types of landfilled waste that are reported to the State. Please see the following page for selected data and information from Charlevoix County's Reported Landfill Waste Types and Tonnages.

Table 1.3 Landfill Waste Abbreviations and Definitions

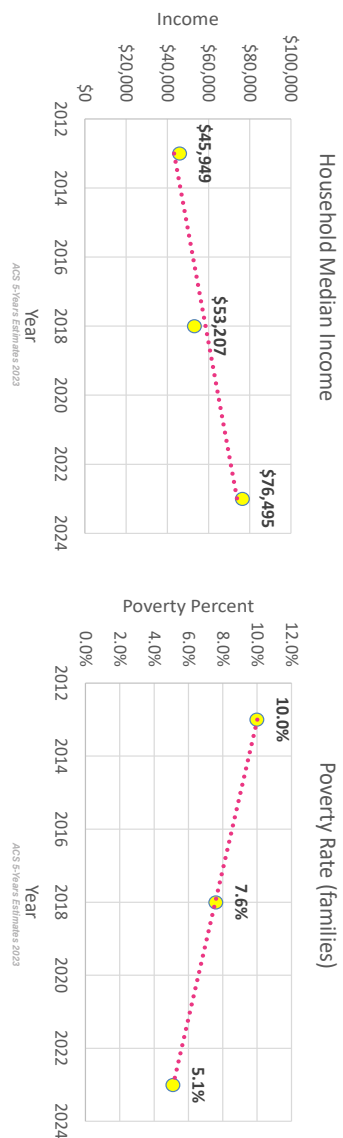
ADC	Alternative Daily Cover	Materials such as chipped tires, ash, foundry sand, sludge, or contaminated soils approved for landfill cover use
C & D	Construction and Debris	Materials including asbestos waste, scrap wood, and treated or untreated wood
IW	Industrial Waste	Materials , including ashes, auto shredder residue, cement kiln dust, coal ash, food processing residuals, foundry sand, and industrial sludge;
MCW	Municipal and Commercial Waste	Materials such as household waste, commercial waste, garbage, regulated medical waste, and municipal solid waste incinerator ash
Other		Materials such as contaminated soils and technologically enhanced naturally occurring radioactive materials (TENORM)

CHARLEVILLE - X COUNTY

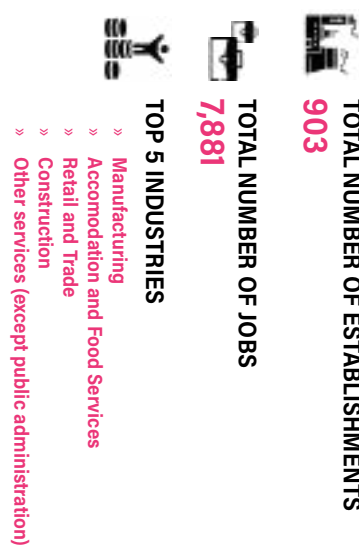
POPULATION AND HOUSING



INCOME AND POVERTY



INDUSTRY AND EMPLOYMENT



SOURCE - Charts: 2023 American Community Survey (ACS) 5-Year Estimates; Industry Highlights: Bureau of Labour Statistics (BLS); Age & Population Projection Chart: MI Labour Market Info (<https://miinfo.org/DataSearch/POPPOPJ>).

Table 1.2 Michigan Landfill Waste Generated by Charlevoix County by Type 2020-2024

REPORTED LANDFILL WASTE TYPE, TONS ³	2020	2021	2022	2023	2024	AVERAGE 2020 - 2024	% TOTAL AVERAGE 2020 - 2024	AVERAGE 2020-2023	% TOTAL AVERAGE 2020 - 2023
ADC	40	-	-	-	-	8	0.01%	10	0.08%
C&D	2,259	2,868	2,015	8,666	1,251	3,412	5.86%	3,952	32.40%
IW	2,741	457	420	341	238,044	48,401	83.19%	990	8.11%
MCW	6,914	3,215	2,656	2,445	2,559	3,558	6.11%	3,807	31.22%
OTHER	705	3,303	8,824	920	260	2,802	4.82%	3,438	28.19%
Grand Total	12,658	9,842	13,915	12,371	242,114	58,180		12,197	

Due to the skewed Municipal and Commercial Solid Waste, estimates were created on pounds of waste per person per day to reflect better what Charlevoix County is generating. In review of previous landfill reports before the Antrim County GFL Transfer Station was operating, it was found that Charlevoix County had a higher MCW rate. This is attributed to Charlevoix County formerly hositng a GFL Transfer Station. The table below shows a high, medium, and low estimate with the medium estimate reflecting best what Charlevoix County

YEAR	PROJECTED COUNTY POPULATION	LOW ANNUAL MCW TONS AT 0.75 LBS/PP/DAY	MEDIUM ANNUAL MCW TONS AT 2.7 LBS/PP/DAY	HIGH ANNUAL MCW TONS AT 4.6 LBS/PP/DAY
2025	26,248	3,593	12,934	22,138
2030	26,260	3,594	12,940	22,227
2035	25,980	3,556	12,802	22,237
2040	25,368	3,472	12,500	22,000
2045	24,391	3,339	12,019	21,482
2050	23,441	3,208	11,551	20,654

generates.

CHARLEVOIX COUNTY LANDFILL WASTE

Charlevoix County Waste is primarily landfilled in Crawford County at City Environmental Services, Inc. of Waters, with small amounts of materials going to landfills in Presque Isle County, Montmorency County, and

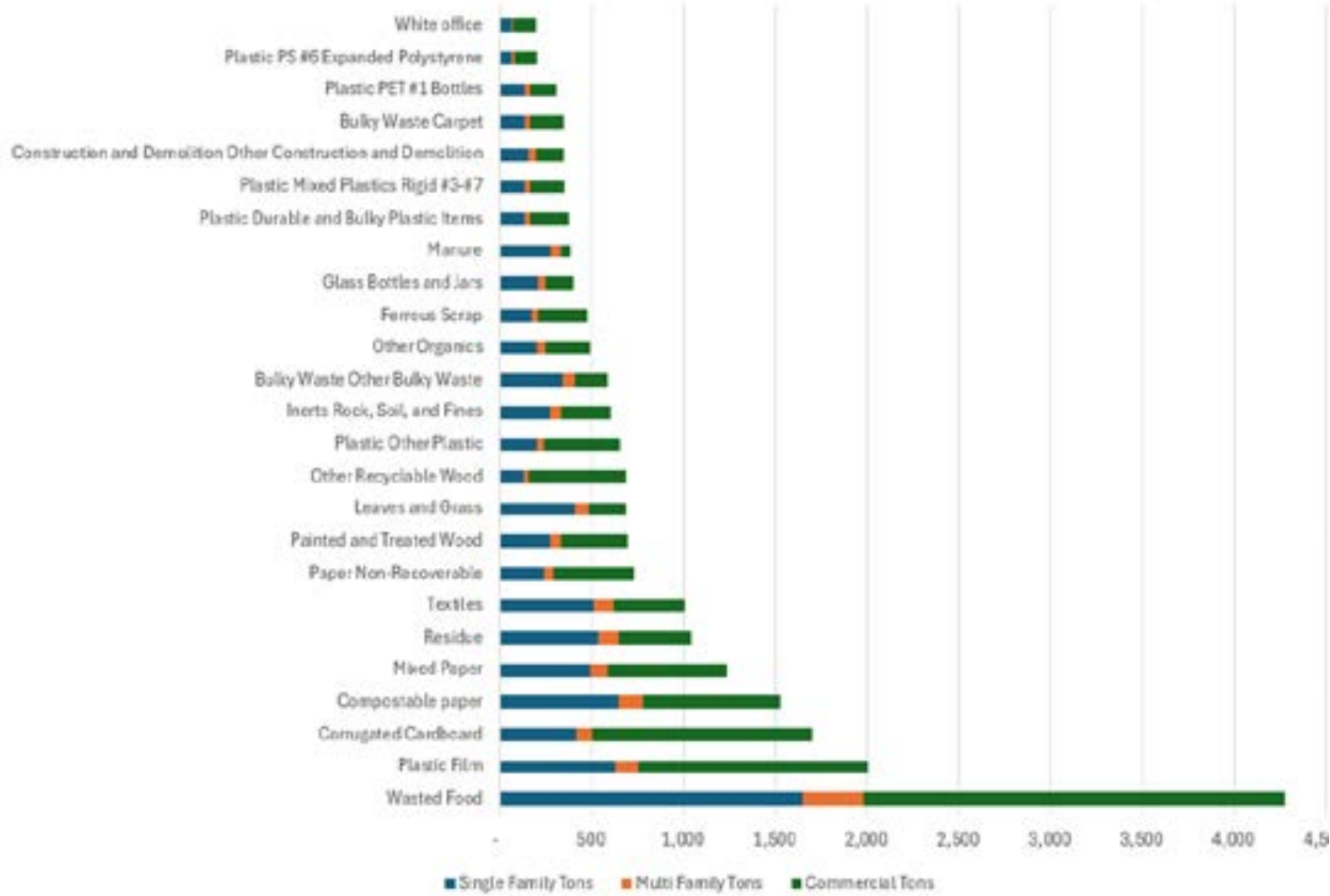
	City Environmental Services, Inc of Waters (Crawford County) (City Environmental Services, Inc of Water)	GFL North Michigan Landfill, LLC (Presque Isle County)	Montmorency- Oscoda-Alpena SWMA (Montmorency County)	Wexford County Landfill (Wexford County)
Remaining Capacity (CY)	17,590,764	871,763	1,517,378	15,820,706
Capacity Used in 2024 (CY)	54,650	111,477	91,437	366,293
Est Years of Remaining Capacity	321 - 322	8 -9	17	43 - 46

Wexford County. With 99% of waste going to Crawford County, it should be noted that the estimated years of capacity esxceeds 300.

ESTIMATED MATERIAL TYPES AND RECYCLING RATES

CHARLEVOIX COUNTY

The RRS Municipal and Commercial Waste (MCW) Characterization Model utilized landfill and other appropriate data to estimate the types and tonnages of materials generated in Charlevoix County. The model showed that 31% of landfilled materials are readily compostable, 23% are readily recyclable, 10% are either not recyclable or there is minimal access, and 26% have a variable recycling rate by municipality. Below is an estimate of the materials and tonnages found in the landfill stream broken down by single family, multi-family, and commercial tonnages.



The following are the projected rates of recycling and organics in Charlevoix County:

County-wide Recycling Rate (Recycling & Compost)	16.6%
Commercial Recycling Rate	6.3%
Residential Recycling Rate	11.3%

MMP INFRASTRUCTURE

CHARLEVOIX COUNTY

Please see the Charlevoix Facilities Map and Charlevoix Facilities Inventory Table for EGLE licensed facilities and recycling drop-off sites. An in depth facilities inventory analysis can be found in appendix XX.

See Inventory Table 1.10

LANDFILLS

There are no public landfills within Charlevoix County, but St. Mary’s Cement Incorporated operates a private type III Low Hazard Industrial Landfill in Charlevoix Township, which is to collect materials like low-hazard industrial waste, coal ash, or construction and demolition debris.

TRANSFER STATIONS

Beaver Island Transfer Station

The transfer station on Beaver Island is jointly operated by Peaine Township and St. James Township. As an island, materials generated on Beaver Island typically need to be removed from the island for residents, visitors, and commercial businesses. The transfer station receives materials like solid waste, recyclables, tires and food waste and may accept or assist with materials such as construction debris, household hazardous waste, metal, yard waste, electronic waste and other household or bulk items.

Boyne Falls Transfer Station

Boyne Valley Township has a transfer station for its residents to dispose of household trash that is generated in the township. There are also recycling drop-off bins on site.

Melrose Township Transfer Station

Melrose Township operates a transfer station where materials such as bagged household trash, commercial business use, recycling, and metal can be disposed of. The Melrose Township Board of Trustees sets an annual fee schedule for the use of the transfer station, which is available to residents of Melrose Township and Chandler Township through contractual agreement.

Waste Management Transfer Station - Marion Township

Located in Marion Township, Waste Management operates a transfer station primarily for preparation of non-hazardous materials to be sent to landfill facilities. The facility is open to the public for the disposal of household and commercial waste.

COMPOST FACILITIES

The City of Boyne City, the City of Charlevoix, and the City of East Jordan have compost yards with the ability to collect primarily yard waste. Additionally, East Jordan and Beaver Island collect food waste.

TREATMENT, STORAGE, AND DISPOSAL FACILITIES

Treatment, storage, and disposal facilities receive and treat, store, or dispose of hazardous waste. Honeywell Precision Aerospace in Boyne City and EJ USA Incorporated in East Jordan are both designated treatment, storage, and disposal facilities but neither accept offsite hazardous waste.

COUNTY RECYCLING AND HOUSEHOLD HAZARDOUS WASTE

Charlevoix County, supported by the County Board of Commissioners, offers drop-off recycling and household hazardous waste collections for County residents. These are primarily handled by the Materials Management and Recycling Department, with assistance from the Administration and Human Resources Department, Planning Department, and County Treasurer.

Household Hazardous Waste collections are held twice a year, once in June and once in September through a registration and appointment process. The June event typically takes place in the City of Charlevoix and the later event in Boyne City or East Jordan. Materials collected include typical HHW materials (motor fluids, household cleaners, etc.), electronics, appliances, and every other year - tires.

COUNTY RECYCLING DROP-OFF SITES

The County, in cooperation with local units of government in many cases, hosts recycling drop-off sites with bins for the collection of single-stream recycling. This is collected by GFL, under contract as the recycling hauler until 2033.

The main recycling drop off sites are located at:

Recycling Drop-Off Site Name	Site Address
Beaver Island Transfer Station	6770 East Side Dr, Beaver Island, MI 49782
City of Boyne City	1251 Boyne Ave, Boyne City, MI 49712
Boyne Valley Township Transfer Station	1408 S Addis Rd, Boyne Falls, MI 49713
City of East Jordan	107 Bartlett St. East Jordan, MI
City of Charlevoix	1030 Grant St, Charlevoix, MI 49720
Melrose Township Transfer Station	4449 State St, Boyne Falls, MI 49713

Additional single bin recycling drop-off’s are available at the following locations:

East Jordan Elementary School	East Jordan Middle-High School
East Jordan Senior Center	Grandvue Medical Facility
Boyne City Elementary-Middle-High School	Concord Academy Boyne
Camp Michigania	Boyne Falls Public School
Shirly Roloff Center	Charlevoix Elementary School
Charlevoix Middle-High School	

MMP COMMUNITY INPUT

A key component of any solid planning process involves the collection of input from a variety of stakeholders. In respects to the materials management planning process, the targeted audiences selected were County residents, local businesses, local units of government, and haulers and operators. As part of the collection of public input, multiple surveys were developed and distributed to the above stakeholder groups. The following is a brief analysis of the input, with full survey results located in the appendices.

COMMUNITY INPUT EVENTS

In order to promote the Materials Management Plan process and survey’s, Networks Northwest staff attended several community events during the 2025 summer. Each event was 3-4 hours long, with staff on hand to answer or discuss anything materials management related, distribute survey business cards, display boards with question and answer prompts, and a materials sorting game aimed for younger crowds.

Charlevoix County Community Events	- July 25, 2025 Venetian Festival - August 8, 2025 East Jordan Music in the Park - August 23, 2025 Boyne City Farmer’s Market - September 5 and 6, 2025 Charlevoix County HHW Collection at Boyne City
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Map 1.1 Charlevoix County MMP Facility and Drop-Off Sites Location Map

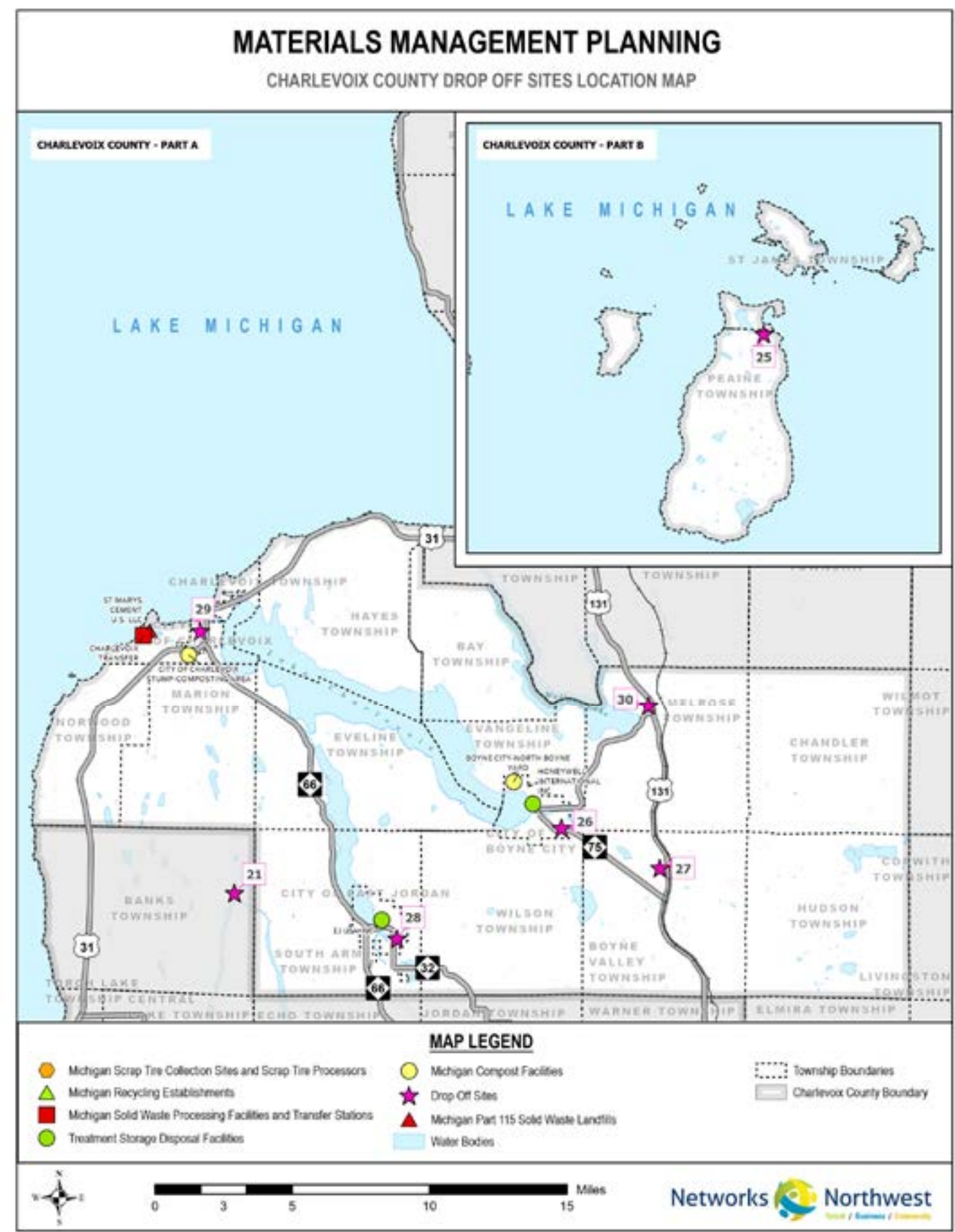


Table 1.10 Charlevoix County Facilities Inventory

Number	Site Name	Type	Location
	St. Mary's Cement U.S. LLC	Private type III Low Hazard Industrial Landfill	16000 Bells Bay Road Charlevoix, MI 49720
	EJ USA Inc.	Treatment Storage Disposal Facility	301 Spring Street East Jordan, MI
	Honeywell International Inc.	Treatment Storage Disposal Facility	375 North Lake Street Boyne City, MI
	City of Boyne City - North Boyne Yard	Compost Facility	1321 Robinson Street Boyne City, MI 49712
	City of Charlevoix Stump-Composting Area	Compost Facility	6894 US Highway 31 South Charlevoix, MI 49720
	City of East Jordan Yard Waste Drop-off	Compost	107 Bartlett St East Jordan, MI 49727
	Beaver Island Transfer Station	Transfer Station	36770 East Side Dr, Beaver Island, MI 49782
	Boyne Falls Transfer Station	Transfer Station	1408 S. Addis Road Boyne Falls, MI
	Melrose Township Transfer Station	Transfer Station	4601 State St Walloon Lake, MI 49796
	Waste Management Transfer Station - Marion Township	Transfer Station	15890 Bells Bay Road Charlevoix, MI 49720
25	Beaver Island Transfer Station	Recycling Drop-Off Site	6770 East Side Dr, Beaver Island, MI 49782
26	City of Boyne City	Recycling Drop-Off Site	1251 Boyne Ave, Boyne City, MI 49712
27	Boyne Valley Township Transfer Station	Recycling Drop-Off Site	1408 S. Addis Road Boyne Falls, MI 49713
28	City of East Jordan	Recycling Drop-Off Site	107 Bartlett St. East Jordan, MI
29	City of Charlevoix	Recycling Drop-Off Site	1030 Grant St, Charlevoix, MI 49720
30	Melrose Township Transfer Station	Recycling Drop-Off Site	4449 State St, Boyne Falls, MI 49713

The following questions and responses are from the events.

1. What types of materials do you find challenging to properly dispose of or recycle of in our community?

Tires, styrofoam, agricultural tires, water softener bags, glass, batteries, oil, salt bags (snowmelt), and bins constantly being too full

2. What ideas do you have for reducing waste and increasing reuse in our community?

Additional township trash pick-up days, single stream recycling, outlaw single use plastics, food waste drop-off, deposits on all bottles, and consumers awareness of what can be recycled, plastic bag ban, community compost bins

3. What resources or information would help you make more sustainable choices about the materials you use?

Economics of recycling, school experiments on pollution and recycling, smarter container materials, more HHW events, encourage youth/young adults to recycle, flyers of what is allowed to be recycled

MMP SURVEYS

The following is am analysis of the materials management planning surveys, with the complete analysis and the full survey results located in the appendix XX.

COUNTY RESIDENT SURVEY

The County Resident Survey was distributed to residents for responses from June 23, 2025 to January 5, 2026 through a variety of mediums including multiple press releases, social media (including popular community group pages), news articles, survey business card distribution, and flyer distribution. Additional distribution methods included Hayes Township included the flyer in their Winter Tax Bills, distributing survey cards at the Household Hazardous Waste collection, and Charlevoix County forwarded the survey to the HHW contact list.

Efforts led to 522 total responses including 451 permanent and 71 seasonal residents with at least one response from every municipality and the overwhelming majority of respondents having lived in Charlevoix County for over 10 years. Over 93% of respondents believe that recycling is very or extremely important for the communities, environment and natural resources as well as reducing the amount of waste going into landfills. Most residents pay for materials management services through property taxes (116), private hauler (96) or subscription service (60). Other ways that material management services were paid for included water/sewer utility bills, local programs, taxes, prepaid trash bags, or through rent or association dues.

Material management services (trash, recycling, organics, etc.) are paid for in a variety of ways with the most

Image 1.1 Glimpse of Charlevoix Community Events Snapshots



popular being private hauler (236) followed by County Recycling Millage (164), and property taxes (143). Other responses included subscription service (107), purchasing special pre-paid bags for trash pick up, services being included in rent or association dues, utilizing recycling drop off sites, or per visit at transfer stations. 9% of respondents were not sure how they paid, and nearly half (262 - 257) were not aware of the Charlevoix County Recycling Millage.

However, 96% of respondents do participate in recycling a variety of materials with the most popular being:

1. Cardboard (486)	2. Plastic Bottles and Jugs (474)
3. Glass Bottles and Jars (463)	4. Metal Cans (453)
5. Paper (447)	6. Plastic Tubs and Containers (441)

Other materials that are recycled include hazardous waste (like batteries, paints, vehicle fluids, etc.), at home composting, municipal yard waste composting, and taking accepted materials like used furniture and textiles to local organizations for repurpose.

While some use curbside pickup (55) or private services/subscription service (32), and other ways recycling is collected include donating to resale stores, taking recyclables to recycling drop-off sites or local recycling centers, the overwhelming majority utilize drop-off centers (482). Environmental Responsibility (34%), Reducing Pollution (27%), Promoting Sustainability (23%), and Cost Savings (15%) were listed as main reasons for recycling, as well as environmental and economic benefit, saving money on trash collection, and practicality of trash bin space.

Those who mentioned that they did not recycle had a majority show interest in increased availability. The primary barriers that prevent residents from recycling were lack of curbside (126), location of drop-off sites (63), costs (38), and lack of convenience (location, curbside pick-up availability, full drop site bins), lack of knowledge on what is allowed or if recycling actually is recycled, and lack of services for yard waste and more HHW events. Some did mention it was too difficult (15) or no belief in value (9).

Residents noted information and resources helpful for recycling and waste reduction were clearer guidelines (241), community recycling events (224), online resources (142), workshops (37), and more drop-off sites and availability for household hazardous waste, information on what is recyclable and what products are produced, and need for education amongst all groups.

Trash is disposed of primarily by private haulers (64%), but some do utilize drop-off sites (16%), pay to throw (10%), or tax paid curbside (5%). Other ways household trash is disposed of included subscription dumpsters, rent or association dues covering dumpsters, or disposal at third party locations such as employers or hauling downstate.

45% of residents participate in composting, primarily by composting at home (72%), using community compost programs (21%), or local farm composting or a subscription service (each 3%). The Emmet County Compost Drop-off was mentioned as a location of use. Of the 55% who did not compost, access (27%), access to compost equipment (24%), and increased information (23%) would encourage composting participation. Other ways that participation can be encouraged include educational programs (10%), affordability (9%) and addressing concerns of smells, animals and pests, multi-unit options, and increasing composting education.

While most say the rules and guidelines for recycling are clear (70%) and know what items are not acceptable (74%), there is a split that leans towards not being sure more so than not at all for both. Communities could do a better job of managing waste and resources through reducing waste (36%), reusing items (32%), composting more (26%), or curbside and single stream recycling, increasing education opportunities, transparency of recycling, increased household hazardous waste and difficult to recycle item collection.

The top services that residents would like to see offered in their communities were electronic waste drop-off

(24%), more household hazardous waste events (21%), bulk waste pickup (16%), increased recycling access (16%) and green waste pickup (12%). Other services desired included curbside recycling pickup, access to specialty wastes like household hazardous waste, tires, electronics, etc., and compost options for yard waste and food.

A combined 80% of respondents have at least a moderate interest in learning about waste reduction and management, recycling, and organics in the community. A mix of responses were received about willingness to pay for increased services and access with 22% saying they would not pay for any increased services. 24% would pay more for increased recycling services, 21% for increased household hazardous waste, 20% for mattress, furniture, or appliances, and 13% for organics.

Lastly, an open ended question about anything else that should be considered yielded responses for the MMPC to consider include single stream curbside recycling, more drop-off options available year round for hazardous waste and bulky items, drop-site security, and education for all community members.

LOCAL UNIT OF GOVERNMENT SURVEY

The Local Unit of Government Survey was distributed to a contact list of all Charlevoix County government clerks and supervisors or administrators via email and a mailing to the Clerk’s address asking for a response to the survey. Additionally, the survey was included in the August 20, 2026 Local Unit of Government MMP Newsletter and in email communications of the Materials Management Planning Committee’s public notices. With 29 total responses, at least one person responded from 15 of the 20 units of government with the majority of responses from supervisor or clerks (20), but also from mayors (3) and administrators (3) and a treasurer.

Recycling drop-off centers (17), household hazardous waste events (14), and composting (4), and public education events (1) were mentioned as services implemented or supported by the community. For those who do not offer recycling, household hazardous waste, or composting, the reasons were costs, funding, or that the County offers the service (recycling).

85% rate the effectiveness of the current materials management infrastructure and services within the community to be moderately or very effective, and no responses marked not effective at all. The biggest materials management challenges that the community faced were public participation (17), educational awareness (14), infrastructure (8), recycling contamination (7), and limited landfill capacities (5). Beaver Island noted that they have to consider barge costs to the mainland as well as age and condition of processing equipment.

On a scale of Excellent (1) to Non-existent (6), respondents were asked how well different materials are managed in the County. Below are the top five highest and lowest ranked materials.

HOW WELL ARE DIFFERENT TYPES OF MATERIALS CURRENTLY MANAGED WITHIN YOUR COUNTY?	
Highest Ranked (avg score)	Lowest Ranked (avg score)
Paper (2.28)	Tires (3.81)
Plastics (2.38)	Construction Debris (3.76)
Glass (2.4)	White Goods - appliances (3.68)
Metals (2.88)	Yard Waste (3.64)
Household Hazardous Waste (2.88)	Mattresses (3.52)
Scale: Excellent (1), Good (2), Average (3), Poor (4), Terrible (5), Non-Existent (6)	

A wide variety of responses were received about the primary focus of the County Materials Management Plan from their community perspective. The overall sentiment was to make recycling and composting easier, better known, and more accessible for all residents while being aware of the potential increased costs associated with

expansion. It was also noted that bins need to be picked up more frequently.

The most selected choice for areas to receive the most attention in the County Materials Management Plan was funding for infrastructure development (16), support for recycling contamination (9), guidance and resources for waste reduction (9), and market development initiatives (7). The infrastructure investments that are most needed were funding for local recycling facilities (16), composting sites (13), collection equipment and transfer stations (7 each).

When asked to consider region-wide collection of household hazardous waste year round, a waste authority, or a single regional contractor for events, the responses displayed interest in collection occurring multiple times a year (10), quarterly (9), year round and a single contract (6), and year round collection (5). There was slight interest in a regional or multi-county household hazardous waste contract (3 each).

Increasing community events (13), providing standardized materials (12), and funding local campaigns (11) were selected as effective ways to educate the public about proper recycling and waste reduction practices. While the biggest barriers to increasing the recycling rate were funding (8), access (8), and education (5).

71% were unsure or did not know where the recycling went after it was collected. Others were aware of materials going to GFL’s Traverse City transfer station or the now closed Kalkaska Recycling Facility. Many of the respondents were familiar that recycling was paid for by the County Recycling Millage or through County funding (15 total).

Costs associated for communities to provide recycling programs and services come from being a drop-off site host (10), HHW collection events (5), trash pick up day(s) (5), or composting (2) but no financial figures were provided on the costs.

Lastly, when asked if there was anything to be considered about materials management and their community, it was reinforced about no new taxes or costs being a concern, needing to clarify how and where participation can occur, and the considerations Beaver Island residents face.

LOCAL BUSINESS SURVEY

The Local Business Survey was distributed to local businesses through a business press release, requesting distribution through local Chambers of Commerce, Downtown Development Authorities, and Northern Lakes Economic Alliance, business survey cards, and hand delivered letters to businesses within the downtown and industrial areas of Charlevoix, Boyne City, and East Jordan.

Overall the survey received 63 responses with 19 identified from Charlevoix County businesses primarily from the service industry (6), retail (5), or manufacturing (3). Government, food service, agriculture and education were also mentioned.

7 estimated that they generate less than 50 pounds of non-hazardous waste on an average week, while 5 each estimated 50-200 or 201-500 pounds and 2 generated 1000 or more pounds. Businesses estimated their recycling to waste rate at 50% recycling to 50% trash with 13 using single stream recycling, 3 separating their recycled materials, and 3 not currently recycling. A reason for not recycling was not having belief in it.

13 businesses noted they did not participate in organic waste diversion or composting. Food waste collection was handled by private service or to a local farm, if it was applicable at all. Hazardous waste recycling was primarily picked up by a private hauler or dropped off at a transfer station (5 each) while 2 paid for services and 2 utilized HHW collection events. Trash services are typically taken care of by private hauler (12) while some do take it to a drop off site (3)

Most businesses did not have specific goals or initiatives aimed to reduce waste generation or increase recycling (10), but 2 did have some which included year over year reduction of non-recyclable waste materials and repurposing of used boat sails.

Challenges that local businesses face with implementing or expanding sustainable materials management practices were lack of space (6), logistical challenges (5), no challenges (4), insufficient resources or lack of employee engagement (2 each), and costs (1). There was an 8-7 split between those interested in learning more about or participating in local programs or initiatives that support business recycling, composting, or waste reduction and those not interested or unsure.

Only one business noted a significant change in the types or volumes of materials expected in the next 3-5 years which was filter aid materials. 5 businesses currently purchase recycled materials for use which include paper and cardboard (2), plastics and glass (1 each). It was also mentioned that recycled shrink wrap and lumber are materials a business could use if they were available.

Lastly, ways that a business can better engage with the circular economy through re-use of materials identified using recycled paper for office supplies and packaging (10), partner with companies that specialize in processing specific materials (9), take back programs for reusable products (9), product design for easier recycling (9), and using recycled plastic in packaging.

SECTION TWO: MATERIALS MANAGEMENT GOALS

GOALS AND OBJECTIVES

Goals are the overarching themes of what the MMP seeks to achieve, while the objectives show ways to help meet the goal. Targets are projects and outcomes that may come as a result of the goals and objectives being implemented. Resources Needed notes the resources from the stakeholders to staffing to funding and more. Lastly, Education and Outreach recommends potential programs and training that can be considered to achieve the goals, objectives, and targets.

CHARLEVOIX COUNTY MMP GOALS AND OBJECTIVES WORKSHEET	
Charlevoix County is committed to advancing responsible waste management practices that support a healthier environment and a more sustainable future. In pursuit of this commitment, the County has developed a series of strategic goals designed to strengthen recycling participation, improve material recovery, and reduce the volume of waste sent to landfills. These efforts align directly with the State of Michigan’s broader objective of achieving a 45% municipal solid waste recycling rate, ensuring that local actions contribute meaningfully to statewide progress. The following goals outline Charlevoix County’s planned direction and priorities as we work collaboratively with residents, businesses, and community partners to enhance recycling efficiency and environmental stewardship across the region.	
Goal 1: Establish regular education and outreach that promotes desired recycling behaviors and other waste reduction efforts.	Goal 2: Increase the effectiveness of and access to recycling drop-off sites and curbside recycling to meet the Benchmark Recycling Standard and needs of the community.
Objectives: A. Underscore the benefits of recycling and composting vs. landfilling B. Develop and promote a Multi-County “Single Stream Recycling” Guide C. Develop, implement, and evaluate a recycling contamination reduction campaign for all drop-off sites D. Engage with local schools on the benefits of materials management E. Engage with local schools to create education programming for all school grades F. Improve awareness of and participation in all materials management programs and services to reduce reliance on landfills to build trust and transparency in recycling G. Reduce the amount of wasted food and food scraps that is sent to landfills H. Reduce blight and litter in the community I. Mitigate the impacts of illegal dumping J. Encourage businesses to participate in food rescue programs noting liability protections of the Good Samaritan Act	Objectives: A. Continually evaluate the number and locations of recycling drop-off sites in each County to maintain compliance with the Benchmark Recycling Standard and the needs of the residents and businesses B. Regularly evaluate the effectiveness of recycling centers in meeting goals and expectations of the community C. Identify what contaminants are affecting material collection D. Planning for drop-off site locations and material types collected E. Ensure drop-site safety and security from illegal dumping F. Ensure residents know of existing materials management programs and services, both public and private

Targets: ☐ Voter approval of 2028 Recycling Operating Millage Renewal ☐ Establish a comprehensive digital and print recycling guide for residents and businesses ☐ Distribute the recycling guide to XX% of all county postal patrons by 20XX ☐ Designate and fund an organization to provide recycling education across the county ☐ Develop a recycling campaign that creates widespread awareness of the value of recycling ☐ Create a backyard composting campaign that increases participation in backyard composting. ☐ Create alternative ways for residents to learn about waste reduction and management, recycling, and organics.	Targets: ☐ Addition of 3 drop-off sites in Charlevoix County by 2033 ☐ Compost access at 1 drop-off sites by 20XX ☐ Install security measures (fencing, cameras, etc.) at #XX drop-off locations by 20XX ☐ Install on-site signage related to contamination and illegal dumping at drop-off sites
Resources Needed: ☐ Staffing and Volunteers: Designated DPA time, Charlevoix Conservation District, and volunteer events ☐ Funding: Recycling Millage funds, EGLE Grants, shared costs with local townships ☐ Physical and Digital Media: Centralized Charlevoix County Recycling webpage. Templates for bin stickers, signage, postcards, updated webpage, and social media.	Resources Needed: ☐ Infrastructure: Potential install of security measures like anti-litter fencing, solar lighting, and signage ☐ Contracting: Hauler contracts for pilot programs to address specific material collections ☐ Interlocal Agreements: Standard host community agreements outlining maintenance and other drop-site matters between the County and host community
Education and Outreach: ☐ Print and Direct Mail: Magnet or postcards mailed to seasonal and full-time residents ☐ Digital Media: Social media posting in regards to what items are accepted at facilities within the county and recycling millage education and outreach ☐ K through 12 Outreach: Create a shareable school composting plan modeled after East Jordan Schools	Education and Outreach: ☐ Drop-site Signage: Visible graphic signs illustrating accepted and non-accepted materials to reduce contamination. Direct residents to website for hard to recycle materials ☐ Outreach: Coordinate social media and press releases around holidays and peak tourist season

Goal 3: Improve Material Management Data Collection	Goal 4: Evaluate the benefits of strategic collaborations for improved services and reduced costs
Objectives: A. Develop data management procedures to track and report on all managed materials on a regular basis. B. Develop recording for local unit of government composting data C. Composting data from public facilities	Objectives: A. Encourage public-private partnerships to increase access of sustainable practices B. Encourage and enable Local Units of Government to work together on increased recycling diversion rates C. Promote the development of local markets for recycled materials to enhance economic viability and reduce transportation costs D. Invite public-private partnerships that would promote environmental and economic prosperity in the county E. Collaborate with existing pubic composting to expand access
Targets: ☐ By 20XX begin tracking better recycling data from drop-off sites to include: ☐ Tonnages by material type ☐ End User/Destination of recycled materials ☐ Ensure 100% of new material management contracts include a provision for reporting tonnages by material type and end user/destination by 20XX ☐ Improve recovery of food scraps/wasted food by X tons by 20XX ☐ By 20XX begin tracking better composting data from municipalities	Targets: ☐ Hold a joint informational meeting every year with Local Units of Government on MMP progress and funding ☐ Issue a Request for Qualifications (RFQ) to explore vendors interested in partnerships with the County for material-specific solutions. ☐ Evaluate a partnership with Emmet County to haul and process organic materials collected at drop-off centers. ☐ Identify reuse partners in the region that could support the increased reuse of select items
Resources Needed: ☐ Excel Tracking System: Simple Excel Spreadsheet or other software to begin collecting and tracking of material collections to assit with diversion rates. Standard reporting form for haulers and operators ☐ Contracting: Monthly or quarterly data reporting to include material stream totals or estimates from recycling or other materials collected.	Resources Needed: ☐ Intergovernmental Coordination: Hosting an annual meeting between County and all townships and villages to share practices, options, and costs ☐ Funding: EGLE Collaboration grants or shared costs between municipalites for RFPs or specific material collections

Education and Outreach: ☐ Yearly Data Progress Report: Publicly released report that documents and shares diversion rates and landfill reduction progress ☐ Hauler and Operator Meeting: MMPC public meeting with haulers and operators invited to discuss data collection strategies and numbers	Education and Outreach: ☐ Municipal Summit: Annual informational meeting with all units of government in County to share best practices, program updates, and program costs
Goal 5: Develop programs to address specific Materials Management	
Objectives: A. Offer compost access and opportunities B. Expand access for residents to properly dispose of Household Hazardous Waste (HHW) C. Establish convenient collection infrastructure for electronics, batteries, and other wastes D. Promote proper disposal of pharmaceuticals and sharps. E. Offer agricultural tire recycling at least once per year	Objectives: A. Encourage the reuse and recycling of C&D debris from all major construction projects. B. Engage major generators (e.g., resorts, hospitals, schools, marinas) to promote recycling and source reduction
Targets: ☐ Divert XXXX pounds of electronics and other waste (e.g., light bulbs, battery disposal) from landfill disposal annually by 2031 ☐ Improve recovery of expanded polystyrene (EPS) foam by X tons by 20XX ☐ Improve recovery of mattresses by X tons (or count?) by 20XX ☐ Improve the recovery of electronics by X tons by 20XX ☐ Start 1 outdoor battery collection station by 20xx	Targets: ☐ Develop educational outreach materials aimed at construction contractors that specifically promote C&D recycling/reuse by 20XX.
Resources Needed: ☐ Operational Capacity: Vendors for the proper and safe disposal of materials collected ☐ Physical Storage: Collection and storage of specific materials like lightbulbs or batteries at County Government Center	Resources Needed: ☐ Staffing and Technical Assistance: Business outreach material development and implementation
Education and Outreach: ☐ Event Promotion: Targeted advertisements leading up to HHW and other material collection events ☐ Digital Disposal Guide: “Where Does It Go” directory that is easily found and user friendly	Education and Outreach: ☐ Commercial Specific Disposal Guide: Guide tailored to resorts, resteraunts, agriculture and construction businesses ☐ End Market User Guide: Guide to display what end markets are available for use of specific materials

CHARLEVOIX COUNTY MMP ACTION PLAN- TIMELINE

Year (Fiscal Year)	Action	Notes	Parties Involved	Cost Estimate
Year1 (FY 2028)	Recycling Millage Renewal - Education and Outreach			
	Materials Management Education and Outreach	Education and outreach to residents and businesses. This may include the development of guidance materials, school and community based education on recycling and composting over landfilling		
	Establish Data Collection - Recycling and Organics			
	Recycling Drop-off Site Host Interlocal Agreements	Update Interlocal Agreements for new and existing recycling drop-off site host communities		
	Organics School Program	Create an organics school program for other schools based off East Jordan Schools program		\$ xx,xxx.xx
Year 2 (FY 2029)	Materials Management Education and Outreach	Education and outreach to residents and businesses. This may include the development of guidance materials, school and community based education on recycling and composting over landfilling		
	Ongoing Data Collection	Begin Monitoring and collecting data of school food waste		
	Materials Management Coordinator	Existing part-time Materials Management Coordinator moved to a full-time position with specific materials management duties and responsibilities		
	New Recycling Drop-off Site			
Year 3 (FY 2030)	Materials Management Education and Outreach	Education and outreach to residents and businesses. This may include the development of guidance materials, school and community based education on recycling and composting over landfilling		\$ xx,xxx.xx
	Ongoing Data Collection			
	Compost Pilot Program			
	New Recycling Drop-off Site			

Year 4 (FY 2031)	Materials Management Education and Outreach	Education and outreach to residents and businesses. This may include the development of guidance materials, school and community based education on recycling and composting over landfilling	\$ xx,xxx.xx
	Ongoing Data Collection		
	New Recycling Drop-off Site		
Year 5 (FY 2032)	Materials Management Education and Outreach	Education and outreach to residents and businesses. This may include the development of guidance materials, school and community based education on recycling and composting over landfilling	\$ xx,xxx.xx
	Ongoing Data Collection		
	Request for Proposal: Recycling Contract	Develop a RFP for the recycling service contract for drop-off site locations	
	Revise MMP		

SECTION THREE: MECHANISMS

FUNDING MECHANISMS

The following chart offers the potential funding mechanisms

In addition or in replacement of the below funding mechanisms that the County’s currently use, the following chart offers a listing of potential funding mechanisms that could be utilized for materials management. Please see the Michigan Public Sector Funding Mechanism’s slides in Appendix XX.

Funding Mechanism	Description of Funding Mechanism
General Fund Appropriation	The County or municipalities may utilize general funds for the implementation and development of materials management programs, infrastructure, and services.
Act 185 County Public Works Assessment	A County with an Act 185 Department of Public Works may collect a flat fee assessment for refuse/recycling through procedures involving cost estimates, public hearings, and local unit approvals.
Act 69 Surcharge Fees	Voter approved material management - resource recovery surcharge assessed as part winter tax bills up to \$50 per household and business.
Act 138 Surcharge Fees	Local Elected Official approved material management - resource recovery surcharge assessed as part winter tax bills up to \$25 per household.
Hauler Licensing Resource Recovery Surcharge	Licensed haulers are charged a surcharge for each household and business they service, which is passed through on the consumer’s account, for the purposes of funding materials management programs and services.
Landfill - Transfer Station Surcharge	A fee imposed by contract, ordinance, budgeting of publicly owned facilities, or licensing that applies to incoming tonnages from residential and commercial to landfills or transfer stations.
Voter Approved Millage (County-Wide)	A County-resident majority voter approved material management millage can be established for operating and capital costs over a set period of time (typically 3-5 years)
Fees for Service	Additional charges and fees can be used to cover the costs of value added services such as electronic waste collection.
Legislatively Authorized Millage	Through the elected official’s approval body, Cities and Villages may collect up to 3 mills for materials management programs, while a Charter Township can collect up to 2 mills for the same purpose.
Municipal Utility-Service Fees	A local unit of government may collect fees for materials management services through utility billing for the funding of exclusive contracts, such as a single hauler contract for a city.
Special Assessment Districts	Local Units of Government may create special assessment districts for improvements to recycling and waste services.
Hauler Franchise and Hauler Collected Fees	Local Units of Government may award an exclusive hauler contract for residential and commercial waste which includes recycling services.
Voter Approved Millage (City-wide)	City-resident majority voter approved material management millage can be established for operating and capital costs over a set period of time (typically 3-5 years)

Public-Private Partnership Funding	
Material Management Grant Opportunities	

CHARLEVOIX COUNTY

The following is a chart of funding mechanisms that are currently utilized in Manistee County.

Material	Source	Jurisdictions Involved
County-Wide Millage	.15 mills through 2028	County-Wide
Material Management Grant	Scrap Tire Grant	

ENFORCEMENT MECHANISMS

Below is a chart of potential enforcement mechanisms that the County’s can consider for the enforcement of the Materials Management Plan. Please note that this is not an exhaustive list.

Enforcement Mechanism	Description of Enforcement Mechanism
Inter-local Agreement	A formal contract between two or more units of government to collaborate on enforcement, shared resources, or standardized regulations across jurisdictional boundaries.
Ordinance	A local law or regulation established by a County Board of Commissioners or a Village/City’s highest authority board that may establish standards, prohibitions, or penalties related to the MMP.
Community Host Agreement	A contract between a business or developer and a local unit of government that outlines the facility type and operation, reporting requirements, and community benefits. The community may enforce standards and fees through this.
Contracting	Contracting for materials management professional and service contracts, such as recycling collection.
Flow Control	A legal provision allowing local governments to designate places where municipal solid waste (MSW) is taken for processing, treatment or disposal.
Hauler Licensing	A regulatory system requiring waste and recycling haulers to obtain a license or permit to operate within the County.
Federal, State, and Local Laws	Existing Federal, State, and Local laws pertaining to environmental protection, public health and safety, and materials management including punishments for illegal materials management activities like illegal dumping.

CHARLEVOIX COUNTY

The following is a chart of enforcement mechanisms that are currently utilized in Charelvoix County.

Mechanism Type	Notes	Jurisdictions Involved
Contracting	Drop-off site recycling bins and collection by GFL	Charlevoix County
Inter-local Agreement	Drop-Off Site Location Host Site Agreement	Twps, City of Charlevoix, City of Boyne City, City of East Jordan

Ordinance	Boyne City Code of Ordinances Chapter 46 - Solid Waste	City of Boyne City
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SITING CRITERIA

PURPOSE AND AUTHORITY

The purpose of this siting criteria is to provide a review and approval process for the siting of materials management facilities. No facilities will be considered automatically consistent and must go through the siting criteria process below to demonstrate consistency with the plan and local unit of governments.

Authority for the Siting Criteria comes from Part 115 (see: MCL Section 324.11578(1)(r), 324.11578(3), 324.11579, 324.11585).

APPLICABLE MATERIALS MANAGEMENT FACILITIES

The following are facilities trigger the siting process if there is to be a new facility developed, an expansion of existing facilities, EGLE authorized capacity expansion, or a change in facility type that apply to the MMP siting criteria process:

- Solid Waste Landfills
 - » Type I, II, and III
- Incinerators
- Solid Waste Processing and Transfer Stations
- Materials Recovery Facilities (MRF)
- Composting Facilities
- Small, Medium, and Large
 - » Anaerobic Digestors
- Innovative Technology Facilities

COMMUNITY HOST AGREEMENT

In order to proceed with the review process, a community host agreement with the community where the facility is to be sited is required for the consideration of an application. This should be accomplished through a mutually agreed upon Community Host Agreement between the host municipality and the facility owner/operator.

An agreement may also be made between the County and the facility owner/operator, only if there is supporting documentation from the host site community through a resolution or other formal documentation that displays support for the application and confirms compliance with local zoning. Example community host agreements can be found in appendix XX.

At a minumum, the Community Host Agreement should address:

- compliance with zoning and other applicable ordinances
- type of facility and operational plan
- infrastructure improvement assurances
- payments or other benefits to the host community

SITING PROCESS

Pre-Application Meeting	- The developing organization seeking to develop a materials management facility will meet with the Designated Planning Agency, County staff, and Municipal staff from the host community. This meeting is to confirm: - the facility type - review required application materials and documents - identify applicable Federal, State, County or Local approvals - determine the level of environmental impact study needed - identify the approval process - project schedules and timeline to proceed
Siting Process Application	- The developer will submit an application to the Designated Planning Agency with the following information at minimum: - project cover letter including a facility description and supporting evidence meeting criteria standards - site location map - site plans including transportation plans and landscape design - environmental impact study as determined in pre-application meeting - host community agreement. - additional information may be required depending on site location and traffic generated - other information determined necessary for review
Review of Application	- Within 30 days of receiving the application, the DPA will determine if the application is complete. If incomplete, the DPA will provide written notice of what is needed. - If complete, the DPA will inform the applicant and begin a technical review of the application to determine if it meets: - the Materials Management Plan Goals and Objectives - the MMP minimum siting criteria standards - review parameters of the Community Host Agreement - complies with local zoning. - If the application meets the requirements, a review of the application will be brought to the Materials Management Planning Committee for approval.
MMPC Meeting, Public Comment, and Notice	- Prior to the MMPC’s consideration of the application, there must be a 30 day public comment period. - In order to consider the application, an MMPC meeting with a public hearing must be held for approval or denial. - The public hearing must be noticed at least 7 days in advance - Notice of the public hearing and MMPC meetings will be posted in a generally circulated newspaper, County webpage, and physically to meet the Open Meetings Act.

Determination of Consistency	- Following the MMPC meeting where the application is considered, the DPA will provide a written determination of approval or denial and findings of fact to include: - siting criteria compliance - MMP goals and objectives support - zoning compliance - The written determination and supporting approval documents will be sent to the applicant, host community, County, and EGLE following completion of the review.
EGLE Independent Review	MCL 324.11585 (5) The department shall determine whether a materials management facility is consistent with the MMP through an independent evaluation as part of the review process for an application for a registration, for approval under a general permit, or for a construction permit or operating license. The applicant for a permit for a materials management facility shall include in the application documentation of the facility’s consistency with the MMP.

SITING CRITERIA STANDARDS

Land Use Requirements	- Located in a zoning district that permits the facility type OR a host community agreement that meet this requirement - Must not be located within a residential district unless allowed per the host community agreement - Meet EGLE’s identified setback requirements for the facility type applied for - If there are no identified EGLE setback requirements, the following are required: 500 feet or more from a residence, church, hospital, nursing home, licensed day care center, or school 100 feet or more from the property line 200 feet or more from any surface water
Environmental Requirements	- Not located in wetlands - Not in an environmentally protected area
Public Health and Safety	- Screening required if within 500 feet of residential structures - Not located within 200 feet of public or private water wells - If applicable, a plan to ensure leachate does not contaminate groundwater
Infrastructure	- Must be located on the State of Michigan’s All Season Road Network - Traffic impact analysis if facility is generating over 100 trips per day - Proof of sufficient utilities and stormwater management
Community Input	- Demonstrated need for the communities impacted - Documented opportunity for public to provide input and comment
Other	Infrastructure Escrow (EGLE)

SECTION FOUR: ADMINISTRATION

ADMINISTRATION ROLES AND RESPONSIBILITIES

Charlevoix Materials Management Administrative Structure	
1. County Residents Voters of Charlevoix County	
- Elect officials to the Board of Commissioners - Provide Input at Engagement Opportunities or Meetings - Participate in Materials Management Programs and Services	
2. County Approval Agency Represented by the Charlevoix County Board of Commissioners	
- Adopts Materials Management Plan - Approves contracts, agreements, and ordinances - Appoints MMPC	
3. Charlevoix County Materials Management Planning Committee Statutorily Appointed Advisory Body	
- Plan, Advise, and Approve Draft MMP - Oversee Public Engagement and Outreach - Oversee and Advise DPA	
4. Designated Planning Agency Appointed by the BOC-CAA	
Phase 1: Initial Planning and Approval Process (October 2025 to July 2027) DPA: Networks Northwest - Facilitate and manage MMPC - MMP Grant Administration - Conduct MMP Planning Process - Public Engagement - Draft and Revise MMP - Conduct MMP Approval Process	Phase 2: Plan Implementation (Beginning August 2027) DPA: Charlevoix County - Materials Management Coordinator * County reserves the right to contract a new DPA - Retains Full Administration Oversight - State Reporting and Grants - Oversee Local Contracts, Agreements, or related Ordinances - Future MMP review and development
5. Service Partners Departments and Organizations for MMP Delivery	
County Department Staff - May Include Departments such as: Administration, Treasurer, Finance, Planning - GIS Mapping - Grant Support - Support to DPA with tasks	

The Administration Structure for Charlevoix County begins with the Residents and voters who provide the taxes for the services that they want and desire in their communities. They elect the respective elected officials in their municipality of residence, as well as the County Commissioner to represent them on the County Board of Commissioners.

The Charlevoix County Board of Commissioners, in the best interest of their constituents and community, retain financial authority and final approval for all County related materials management items. Charlevoix County Board of Commissioners has retained County Approval Agency authority and therefore has adoption

approval of the MMP and appoints the Materials Management Planning Committee.

The Charlevoix County Materials Management Planning Committee is comprised of statutorily appointed members meeting requirements of elected officials and materials management industry. They oversee the planning process and drafting of the MMP through engagement with the public and advising the Designated Planning Agency.

The Designated Planning Agency for Charlevoix County has been broken into two phases: the 1st being the planning and approval phase and 2nd the plan implementation. The Phase 1 DPA was Networks Northwest who oversaw the planning process to draft the MMP and lead it through the approval and adoption process. The DPA for Phase 2 becomes the County through the Materials Management Coordinator, who will implement the MMP, take over grant reporting, oversee new or existing development such as ordinances, agreements, or contracts.

Charlevoix County also may utilize other County departments such as the Planning, Finance, or Treasurer for the support of implementing the plan.

Capacity Note: Charlevoix County does not maintain a standalone, full-time Materials Management Department. Materials management duties are integrated into existing staff members, and may seek additional support from appropriate organizations for program delivery, collections, and education and outreach. These may be done by public-private partnerships, interlocal agreements, contracts, or delegation to community partners.

PLAN AMENDMENT PROCESS

The proceeding plan amendment processes were developed to meet Part 115, specifically 324.11576 Amending a Materials Management Plan to reflect three amendment types and their processes.

1. Administrative Supplemental Amendments

The following changes do not require an amendment process if they are supplemental to the MMP according to EGLE. These changes will be logged in a State-provided supplement and merge into the plan at the next major amendment.

- Transportation Infrastructure
- Population Density
- Materials Management Facility Inventory
- Local ordinances regulating materials management facilities noise, litter, odor, dust, and other site nuisances. Additionally, landscaping, screening, other ancillary construction details, and hours of operation at a materials utilization facility
 - » Ordinances cannot regulate the development or other operational aspects of a materials management facility, location of a disposal area, and cannot be more stringent than part 115 requirements.

2. Expedited Amendment Process

The CAA may initiate an amendment process by filing a notice of intent to EGLE for amendment(s) that increase recycling or materials recovery. If authorized by EGLE, the following approval process may be utilized.

- Once approved by EGLE, the amendment must be sent to the identified organizations (local units of government, neighboring counties, and the regional planning agency).

- Publish a public notice of the amendment and host a 30-day public comment window with a public hearing for the amendment.
 - » Provide 15 day notice of the public hearing.
- Final approval lies with the CAA before submitting to EGLE for written approval of the amendment.

3. Standard Amendment Process

A CAA initiated amendment that does not fall under Administrative or Expedited Amendment Process must follow the full initial plan adoption procedures.

- Follows the full standard process under Sections 11571 through 11575 (Drafting by the DPA, MMPC approval, 60-day public comment, public hearing, and formal municipal approval votes).

4. EGLE Initiated and Intervention Amendments

- EGLE Initiated Amendment
 - » IF EGLE determined that legislation, the State Solid Waste Policy, or EGLE Departmental decisions have significantly changed the required content of an MMP.
 - » The procedure for adopting an amendment to the MMP under EGLE Initiated Amendment is the same as the procedure for adoption of an initial MMP.
- EGLE Intervention Amendment
 - » If EGLE determines an MMP to be non-compliant and the CAA fails to amend the MMP, EGLE may amend the MMP on behalf of the County.

5. 5 Year MMP Review

Before every fifth anniversary of the MMP’s approval date, the County Approval Agency shall:

- Direct the MMPC to review the MMP to ensure compliance with Part 115 and evaluate the progress of MMP goals and benchmark recycling standards.
- Following consideration of the review of the MMP, the CAA shall submit to EGLE one of the following:
 - » A Notice of Intent to prepare an MMP amendment
 - » A written statement that an amendment is not needed to advance the MMP’s goals.