

**Charlevoix County
Materials Management Planning Committee Minutes
March 27, 2025 at 9:00 AM
Charlevoix County Shirley Roloff Center
13513 Division Street Charlevoix, MI 49720**

MMPC Member Attendance			
<i>Victor VanDeventer rep. of a solid waste disposal facility</i>	<i>P</i>	<i>Annemarie Conway elected official of the county</i>	<i>E</i>
<i>Kirk Miller rep. of a hauler</i>	<i>P</i>	<i>Robin Hissong-Berry elected official of a township</i>	<i>P</i>
<i>Andre Grobaski rep. of a materials recovery facility (MRF)</i>	<i>E</i>	<i>Tim Nemecek elected official of a city or village</i>	<i>P</i>
<i>Eliza Hensel rep. of a composting facility</i>	<i>P</i>	<i>Johnathon Scheel business rep. generating material</i>	<i>P</i>
<i>Mark Bevelhymer rep. of waste diversion, reuse, or reduction</i>	<i>E</i>	<i>Janie McNabb rep. of the regional planning area</i>	<i>P</i>
<i>Kyra Allen rep. of an environmental interest group</i>	<i>P</i>	<i>Josh Chamberlain additional member per part 115</i>	<i>P</i>
		Attendance Key: <i>P – Present</i> <i>A – Absent</i> <i>E - Excused Absence</i>	
Staff in Attendance: Kevin Shepard (Charlevoix County), Lora Roberts (Charlevoix County), Kiersten Stark (Charlevoix County), Terry Amick (Charlevoix County), Josh Cline (Charlevoix County), Mathew Cooke (DPA Representative)			

1. Welcome and Introductions

Mathew Cooke, DPA Representative, Networks Northwest Community Planner called the meeting to order at 9:02 a.m. Introductions were made with those in attendance.

2. Public Comment

None.

3. Review Proposed Agenda

Motion by Tim Nemecek, supported by Kirk Miller, to approve the March 27, 2025 MMPC agenda as amended, with the inclusion of Secretary for Election of Officers. Motion carried unanimously.

Antrim ● Benzie ● Charlevoix ● Emmet ● Grand Traverse ● Kalkaska ● Leelanau ● Manistee ● Missaukee ● Wexford
PO Box 506 ● Traverse City, MI 49685-0506 ● Phone (231) 929-5000 ● Fax (231) 929-5012 networksnorthwest.org

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4. Election of Officers

Motion by Johnathon Scheel, supported by Victor VanDeventer, to nominate the slate of Johnathon Scheel as Chair, Tim Nemecek as Vice-Chair, and Kyra Allen as Secretary for the Charlevoix County Materials Management Planning Committee.

Motion by Victor VanDeventer, supported by Tim Nemecek, to close nominations and elect the slate of Johnathon Scheel as Chair, Tim Nemecek as Vice-Chair, and Kyra Allen as Secretary for the Charlevoix County Materials Management Planning Committee.

5. Meeting Schedule

Following discussion between members, meetings will be held at 10:00 a.m. on the fourth Thursday of the month held at the Shirley Roloff Center's Committee Room. It was clarified that meetings need to follow the Open Meetings Act but Mathew Cooke will look to see how Zoom could be used in the future. Additionally, the May 22, 2025 meeting was moved to be May 29, 2025.

6. MMP Overview

Mathew Cooke presented an overview of the Materials Management Plan updates (presentation attached). The goals of the plan, parties involved, the MMP process so far, next steps, and the requirements of the MMP were also reviewed. Lastly, the funding from the Materials Management Planning Grants was reviewed.

7. Bylaw Review

Members reviewed and discussed the MMPC bylaws which had been approved by the Charlevoix County Board of Commissioners by resolution. Mathew Cooke clarified that to put items on the agenda could be done through the Chair or the DPA. He said that as the process moves forward, the DPA would be meeting with the Chair to set agendas. Revisions included:

- Designating the Chairperson to call special meetings
- Changes in schedule, place of meetings, and meeting attendance to be by the MMPC rather than DPA

8. Work Program Overview and Review

Mathew Cooke presented the draft Work Program which is required to be submitted annually by Fiscal Year to EGLE for approval to access the MMP Grant funds. The MMPC will approve the Work

Program, which will then be sent to the County Approval Agency (Board of Commissioners) for their approval prior to the submission to EGLE. Charlevoix County will handle Per Diems and Mileage for members who seek reimbursement with information and forms being available at the next meeting.

9. EGLE Plan Format Review

Mathew Cooke reviewed the EGLE MMP Plan Format with the MMPC with the caveat that EGLE has removed the plan format, which he expected updated guidance built off the presented format.

10. Public Comment

None.

11. Adjourn

- I. *Motion by Josh Chamberlain, supported by Victor VanDeventer, to adjourn the March 27, 2025 MMPC meeting at 9:53am.*

DRAFT

Charlevoix County Materials Management Planning Committee

Thursday, March 27, 2025

Introductions

Charlevoix County

Kevin Shepherd, County Administrator
Lora Roberts, Administration Resources
Coordinator
Keirstan Stark, Planning Director
Terry Amick, Facilities Manager

Designated Planning Agency

Networks Northwest
Mathew Cooke, Community Planner

Introductions

Charlevoix County Materials Management Planning Committee		
Janie McNabb Regional Planning Agency	Andre Grobaski Materials Recovery Facility	Eliza Hensel Compost Facility
Annemarie Conway County Elected Official	Robin Hissong-Berry Township Elected Official	Jonathan Scheel Business Generating Waste
Mark Bevelhymer Waste Diversion/Reduction	Tim Nemecek City/Village Elected Official	Kyra Allen Environmental Interest
Kirk Miller Managed Material Hauler	Victor VanDeventer Solid Waste Disposal Facility	Josh Chamberlain Additional Member Allowed per Part 115

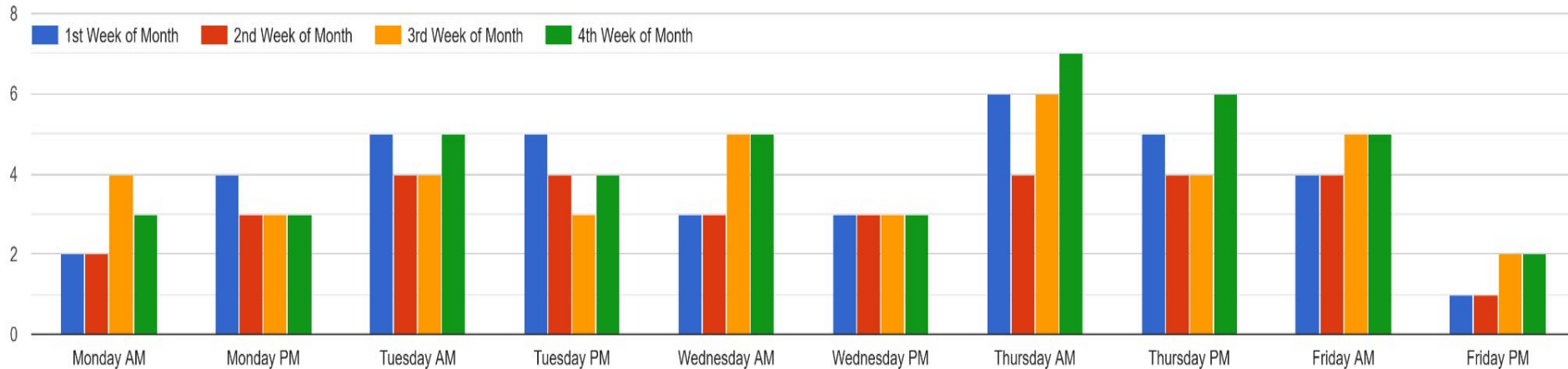
Election of Officers

- We will need to elect a chair and vice-chair from the MMPC membership.
- The chairperson will preside over the MMPC meetings.
- The DPA representative will communicate with the chairperson to generate the upcoming agendas
- The vice chairperson will act as chairperson if they are unable to attend meetings.

Meeting Schedule

- Meetings will primarily take place at the Charlevoix County Government Center in Charlevoix.

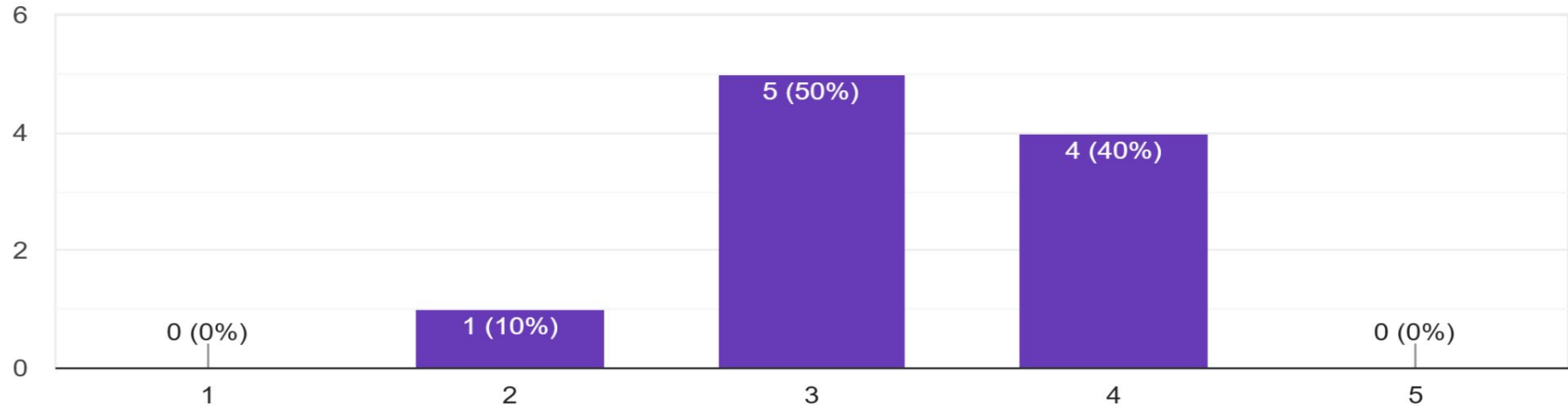
What week of the month and day of the week would work best for MMPC Meetings? Select all that apply, and please note these will take place in person due to the Open Meetings Act. Please note meetings will primarily take place at the Charlevoix County Building in Charlevoix, MI.



Materials Management Plan Overview

My current confidence in understanding the Materials Management Planning process and role of the Materials Management Planning Committee is:

10 responses



MMP - What to Know

- Counties are tasked with Material Management Plan updates, which are required by the Part 115 updates to the Natural Resources and Environmental Protection Act, with the focus of the Materials Management Plan shifting to materials management over disposal.
 - Specifically Subpart 11: Materials Management Plans

The Plans will:

- Provide Guidance for County Materials
- Focus on Sustainability and Safe Disposal
- Align with Statewide Goals
- Facility Assessment
- Capacity Planning
- Develop Goals and Objectives and an Implementation Strategy
- Local Siting Process for New Facilities

Goals of the MMP

- To prevent adverse effects on the environment, natural resources, or the public health, safety, or welfare resulting from improper collection, processing, recovery, or disposal of managed materials, including protection of surface water and groundwater, air, and land.
- To ensure managed materials are sustainably managed to achieve benefits to the economy, communities, and the environment.
- To ensure that all managed material generated in the planning area is collected and recovered, processed, or disposed at materials management facilities that comply with state statutes and rules or managed appropriately at out-of-state facilities.

Parties Involved in MMP Process

County Approval Agency

- The Charlevoix County Board of Commissioners has elected to be its CAA
- The CAA is:
 - The primary responsible party
 - Responsible for MMP Implementation
 - Appoints the DPA and MMPC
 - Oversees the creation and implementation of the Work Program
 - Receives the MMP Grant funds for MMP development and implementation
 - Approves the MMP prior to municipal approval

Materials Management Planning Committee

Responsibilities include:

- Directs the DPA in preparing the MMP
- Reviews and approves the Work Program
- Identify local policies and priorities
- Advise County and local units of government
- Approves the MMP prior to public comment period, approval before CAA approval

Parties Involved in MMP Process

Designated Planning Agency

- Primary government resource for MMP and development process
- Prepares MMP Work Program
- Prepares the MMP to meet Part 115
- Draft language for review and approval of MMPC
- Public notices, public comment process, approvals from MMPC, CAA and local municipalities

Local Units of Government, General Public, Businesses, and Others Identified in the Process

- Engaging with members of the public, local units of government, the business community, and other stakeholders will be done through keeping them abreast of the meetings, surveys, public engagement and education opportunities, and more.

MMP Process So Far

- EGLE initiated process
 - Occurred in January 2024
- CAA determination
 - Charlevoix County BOC is acting as their its CAA
- Appointment of DPA
 - Networks Northwest appointed as DPA
- MMPC recruitment and appointments
 - Multiple communications to local units of government and organizations that meet requirements to apply to sit on the MMPC. Antrim County made the appointments to the MMPC.
- Draft of Work Program
 - We have been working on developing a draft work program that meets the guidance provided by EGLE

Next Steps

- Committee Bylaws
- Review, revise as needed, approve and submit MMP Work Program
- Await additional information from EGLE
 - Such as an improved Plan Format, clarifications on plan requirements, etc.
- Begin discussions and consider elements to the plan
 - This may include but not be limited to discussing existing needs of the planning area and individual counties and communities, what opportunities are present, what sort of materials are seen in the area (such as boat shrink wrap or food waste, among others), and much more.
- Draft County Profiles
 - Existing conditions, socio-economic data, etc.

What Is Required In The MMP

Materials Management Plans 324.11578 Materials management plan requirements:

1. An MMP shall meet all of the following requirements:
 - a. Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal under section 11507, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
 - b. Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review under section 11576(7). The implementation strategy shall include, but is not limited to, all of the following:
 - i. How progress will be made to reduce the amount of organic material being disposed of, through food waste reduction, composting, and anaerobic digestion.
 - ii. How progress will be made to reduce the amount of recyclable materials being disposed of, through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
 - iii. A process whereby each of a planning area's materials utilization facilities are evaluated based on information contained in reports submitted to the department on an annual basis.
 - iv. A description of the resources needed for meeting the materials management goals and how the development of necessary materials utilization facilities and activities will be promoted.
 - v. A description of how the benchmark recycling standards will be met.
 - vi. A timetable for implementation.

Plan Requirements (Continued)

- c. Identify by type and tonnage all managed material generated in the planning area, to determine the planning area's managed material capacity need and all managed material that is included in the planning area's materials management goals. Amounts of material may be estimated using a formula provided by the department.
- d. Require that a proposed materials management facility meet the requirements of part 115 and be consistent with the materials management goals.
- e. To the extent practicable, identify and evaluate current and planned materials management infrastructure and systems that contribute or will contribute to meeting the goal under section 11577(c) and other options to meet that goal.
- f. Include an inventory of the names and addresses of all of the following, subject to subdivision (g):
 - i. Existing disposal areas.
 - ii. Materials utilization facilities that meet both of the following requirements:
 - A. Are in operation on the effective date of the amendatory act that added this section.
 - B. On the effective date of the amendatory act that added this section, comply with part 115 or, within 1 year after that date, are in the process of becoming compliant.
 - iii. Waste diversion centers for which notification has been given to the department under section 11521b.

Plan Requirements (Continued)

- g. Include a materials management facility in the inventory under subdivision (f) only if the owner or operator of the facility has submitted to the county a written acknowledgment indicating that the owner or operator is aware of the proposed inclusion of the facility in the MMP relative to the materials capacity needs identified in subdivision (c) and that the facility has the indicated capacity to manage the materials identified under subdivision (h). The MMP shall include a statement that the owner or operator of each facility listed in the MMP has submitted such an acknowledgment to the county. If the submitted acknowledgments do not document sufficient capacity for disposal or utilization of the identified managed materials to reach the MMP's materials management capacity requirements, including the materials management goals, the MMP shall identify specific strategies, including a schedule and approach to develop and fund capacity.
- h. Describe the facilities inventoried pursuant to subdivision (f), including a summary of the deficiencies, if any, of the facilities in meeting current materials management needs. The description shall, at a minimum, include all of the following information:
 - i. The facility latitude and longitude.
 - ii. The estimated facility acreage.
 - iii. A description of the materials managed.
 - iv. The processes for handling materials at the facility.
 - v. The total authorized capacity of the facility.

Plan Requirements (Continued)

- i. Ensure that the materials management facilities that are identified as necessary to be sited can be developed in compliance with state law pertaining to protection of the public health and the environment, considering the available land in the planning area and the technical feasibility of, and economic costs associated with, the facilities.
- j. Include an enforceable mechanism to meet the goal of section 11577(c) and otherwise implement the MMP, and identify the party responsible to ensure compliance with part 115. The MMP may contain a mechanism for the county and municipalities in the planning area to assist the department and the department of state police in conducting the inspection program established in section 11526(2) and (3). This subdivision does not preclude the private sector's participation in providing materials management services consistent with the MMP for the planning area.
- k. Calculate the municipal solid waste recycling rate for the planning area.
- l. Describe the materials management transportation infrastructure.
- m. Include current and projected population densities and identify population centers and centers of managed material generation in the planning area, using a formula provided by the department, to demonstrate that the capacity required for managed material is met.

Plan Requirements (Continued)

- n. Describe the mechanisms by which municipalities in the planning area will ensure convenient recycling access, such as 1 or more of the following:
 - i. Assignment of the responsibility to the county or an authority.
 - ii. A franchise agreement.
 - iii. An intergovernmental agreement.
 - iv. Municipal service.
 - v. Licensing under an ordinance.
 - vi. A public-private partnership.
- o. Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling standards. The county or a municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.

Plan Requirements (Continued)

- p. Identify the DPA and the entity or entities responsible for each of the following and document the appropriateness of the DPA and other identified entities to carry out their respective responsibilities:
 - i. Implementing the access requirements of the benchmark recycling standards.
 - ii. Identifying the materials utilization framework and the achievement of the materials management goals.
 - iii. Otherwise monitoring, implementing, and enforcing the MMP and providing any required reports to the department.
 - iv. Administering the funding mechanisms identified in section 11581 that will be used to implement the MMP.
 - v. Ensuring compliance with part 115. This state may serve as a responsible party under this subdivision on behalf of a municipality if the municipality is under a financial consent order or in receivership.
- q. With respect to education and outreach for residents and businesses in the planning area, do both of the following:
 - i. Provide a strategic plan that identifies roles, responsibilities, funding sources, and methods for persons providing the education and outreach services.
 - ii. Describe the county or regional role in providing continuing recycling education. The recycling education shall include, but is not limited to, providing a recycling guide, in hard copy at select public locations and electronically on a cell phone-friendly website. The recycling guide shall do all of the following:
 - A. Identify recycling locations.
 - B. Identify recyclable materials.
 - C. Explain how to prepare recyclable materials for collection.
 - D. Describe other best practices.
 - E. Include a listed telephone number for additional information.

Plan Requirements (Continued)

- r. Include a siting process under section 11579 and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
 - s. Take into consideration the MMPs of counties adjacent to the planning area as they relate to the planning area's needs.
 - t. Document all opportunities for participation and involvement of the public, all affected agencies and parties, and the private sector in the preparation of the MMP.
2. An MMP may include management plans for debris from environmental damage, for debris from disasters, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP. A management plan for debris from disasters in an MMP may include recommendations for incorporation of disaster debris management plans into municipal, county, or regional emergency management plans.

Plan Requirements (Continued)

3. If a solid waste landfill is proposed to be developed in the planning area within 2 miles of a municipality that is located adjacent to the planning area, or if a solid waste processing and transfer facility or materials utilization facility is proposed to be developed in the planning area within 1 mile of such a municipality, both of the following apply:
 - a. The CAA shall notify the legislative body of the adjacent municipality of the proposed development in writing. The notice shall include a copy of this subsection.
 - b. The planning committee shall provide the adjacent municipality an opportunity to comment on the proposed development.

Materials Management Planning Grants

- MMP Grants provide funds for the development and implementation of the Materials Management Plan
- MMP Grants are provided for in the Income Tax Act Of 1967 Act 281 Of 1967
 - Section 206.51g, Renew Michigan Fund,
- MMP Grants are received by Counties
 - \$60,000 per County
 - \$10,000 per County for Multi-County Planning
 - \$.50 per capita based on 2020 Census (for first three years)

MMPC Bylaws

- Bylaws were drafted utilizing guidance from EGLE and from previous committee work.
- [View Draft Bylaws](#)

Work Program Overview

- The draft Work Program has been started. This is required to be submitted to EGLE in order for MMP Grant funds to be released.
- We will be meeting with EGLE after this meeting to review the drafted Work Program. Any revisions that are needed will be sent to you prior to the next meeting.
- [View Draft Work Program](#)

EGLE Plan Format

- As mentioned in the agenda packet, EGLE has removed the Plan Format, and we expect them to release a new one. However, we wanted to provide the information to the MMPC members for review as the assumption is the updated format will be built off this.
- [View EGLE Plan Format](#)

Questions, Comments, Concerns?

Next Meeting - Thursday, April 24, 2025
Charlevoix County Government Center
13513 Division Street Charlevoix, MI 49720