



Manistee-Missaukee-Wexford Multi-County Materials Management Plan Fiscal Year 2025 Work Program

Approved by the Manistee-Missaukee-Wexford Multi- County
Materials Management Planning Committee on:
March 26 2025

Approved by the Manistee County
County Approval Agency on:
April 15 2025

Approved by the Missaukee County
County Approval Agency on:
April 16 2025

Approved by the Wexford County
County Approval Agency on:
April 2 2025

Acknowledgements

County Approval Agency Manistee County Board of Commissioners Jeff Dontz, Board Chair jeffdontz@gmail.com	MMP Grant Manager (Manistee) Lisa Sagala, County Administrator 415 Third Street Manistee, MI 49660 (231) 398-3504 lsagala@manisteecountymi.gov
County Approval Agency Missaukee County Board of Commissioners Dean Smallegan, Board Chair act@theinastore.com	MMP Grant Manager (Missaukee) Jessica Nielsen, County Administrator 111 S. Canal Street Lake City, MI 49651 (231) 839-4200 x 503 admin@missaukee.org
County Approval Agency Wexford County Board of Commissioners Gary Taylor, Board Chair gtaylor@wexfordcounty.org	MMP Grant Manager (Wexford) Joe Porterfield, County Administrator 437 E. Division St. Cadillac, MI 49601 (231) 779-9453 jporterfield@wexfordcounty.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	

Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee	
Regional Planning Agency Mike Szokola Networks Northwest	County Elected Official Nikki Koons Manistee County
Materials Recovery Facility Rita Meech Ms. Green <i>Alternate:</i> <i>Luke Mattison (to be appointed)</i> <i>Ms. Green</i>	Compost Facility Jason Murphy Waste Management <i>Alternate:</i> <i>Fred Sawyers</i> <i>Waste Management</i>
Township Elected Official Larry Paquette Cedar Creek Township	Business Generating Managed Materials Cory Brown Northern Disposal
City or Village Elected Official Joe Grzybowski City of Manton	Waste Diversion, Reuse, or Reduction Facility Karla Kasten-Smith BARC
Environmental Interest Group Renee Mallison Manistee Conservation District	Managed Materials Hauler Todd Harland Republic Services
Solid Waste Disposal Facility Chris Gee GFL <i>Alternate:</i> <i>Mark Bevelhymer</i> <i>GFL</i>	
Additional Members	
Elected Official of County or Municipality (Wexford) Jason Baughn Wexford County	Member of the General Public Sherry Blazsak Missaukee County Planning Commission

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 Approval Agency	<i>At their June 18 2024 meeting, the Manistee County Board of Commissioners accepted the responsibility of the CAA.</i> <i>At their June 11 2024 meeting, the Missaukee County Board of Commissioners accepted the responsibility of the CAA.</i> <i>At their June 20 2024 meeting, the Wexford County Board of Commissioners accepted the responsibility of the CAA.</i>	County	Completed
Appoint Designated Planning Agency	<i>At their September 17, 2024 meeting, the Manistee County Board of Commissioners appointed Networks Northwest at the DPA.</i> <i>At their September 10, 2024 meeting, the Missaukee County Board of Commissioners appointed Networks Northwest at the DPA.</i> <i>At their September 18, 2024 meeting, the Wexford County Board of Commissioners appointed Networks Northwest at the DPA.</i>	County	Completed
Submit Notice of Intent	<i>Manistee County submitted their Notice of Intent on July 5, 2024.</i> <i>Missaukee County submitted their Notice of Intent on July 5, 2024.</i> <i>Wexford County submitted their Notice of Intent on July 5, 2024.</i>	County	Completed

Interlocal Agreement	<i>At their June 18, 2024, Manistee County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Missaukee County and Wexford County.</i> <i>At their June 11 2024, Missaukee County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Manistee County and Wexford County.</i> <i>At their June 20 2024, Wexford County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Manistee County and Missaukee County.</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 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 Manistee-Missaukee-Wexford Multi-County MMPC approved the MMPC bylaws at its XXXX XX, 2025 meeting.</i>	County/DPA	In Progress
MMP Work Plan	<i>An extension was filed for the submittal of the Work program to April 1, 2025.</i>	DPA	In Progress
Submit Work Program for EGLE Approval	<i>The Manistee-Missaukee-Wexford Multi-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 Manistee-Missaukee-Wexford Multi-County Materials Management Plan webpage.</i>	County/DPA	Ongoing
County Staff Contact	<i>See acknowledgements.</i>	County	Completed
Plan Development Management		DPA	Ongoing
Public Engagement Management	<i>Determined in conjunction with the MMPC members through survey, community events, and MMPC meetings.</i>	DPA	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 Manistee-Missaukee-Wexford Multi-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
Existing 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 Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee is scheduled to meet on the Fourth Wednesday of each month at 10:00am, unless otherwise notified with meeting locations rotating between the Manistee, Missaukee, and Wexford County Government Centers. 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 planning area surveys.

In addition to information on the respective County webpages, Networks Northwest maintains a Manistee-Missaukee-Wexford Multi-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:

- Wednesday, February 26, 2025 – Manistee County
- Wednesday, March 26, 2025 – Missaukee County
- Wednesday, April 23, 2025 – Wexford County
- Wednesday, May 28, 2025 – Manistee County
- Wednesday, June 25, 2025 – Missaukee County
- Wednesday, July 23, 2025 – Wexford County
- Wednesday, August 27, 2025 – Manistee County
- Wednesday, September 24, 2025 – Missaukee County

Costs

5 Year Projected Revenues

<i>Five (5) Year Projected Materials Management Planning Grant Revenues Received by Manistee, Missaukee, and Wexford County for MMP Planning and Implementation</i>		
Per County	Amount	Man-Mis-Wex Multicounty
Base Amount	\$ 60,000 per County per year	\$ 180,000.00
Multi-County Planning Bonus	\$ 10,000 per County per year	\$ 30,000.00
Per Capita Multiplier (for first three years)	\$.50 per resident	\$ 36,878.50
<i>2020 Census Populations Manistee – 25,032 Missaukee - 15,052 Wexford - 33,673 Total - 73,757</i>		
<i>Years 1, 2, and 3 Subtotal</i>		<i>\$ 740,635.50</i>
<i>Years 4 and 5 Subtotal</i>		<i>\$ 420,000.00</i>
MMP 5 Year Total		\$ 1,160,635.50

FY 25 Projected Revenues

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Manistee County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Multi-County Planning Bonus	\$10,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 12,516.00
<i>2020 Manistee County Census Population – 25,032</i>	
FY 25 Total	\$ 82,516.00

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Missaukee County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Multi-County Planning Bonus	\$10,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 7,526.00
<i>2020 Missaukee County Census Population – 15,052</i>	
FY 25 Total	\$ 77,526.00

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Wexford County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000.00
Multi-County Planning Bonus	\$10,000.00
Per Capita Bonus (for first three years) .50¢ per capita	\$ 16,836.50
<i>2020 Wexford County Census Population - 33,673</i>	
FY 25 Total	\$ 86,836.50

FY 25 Expenditures

<i>FY 25 Materials Management Planning Grant Expenditure Budget for MMP Planning and Implementation</i>	
Task	Amount
Manistee County Expenses <i>*Contractual Services - \$60,000.00 Staff Time - \$17,000.00 Meeting Expenses - \$3,264.00 Contingency - \$2,252.00</i>	\$ 82,516.00
Missaukee County Expenses <i>*Contractual Services - \$60,000.00 Staff Time - \$12,000.00 Meeting Expenses - \$3,774.00 Contingency - \$1,752.00</i>	\$ 77,526.00
Wexford County Expenses <i>*Contractual Services - \$60,000.00 Staff Time - \$20,000.00 Meeting Expenses - \$4,152.85 Contingency - \$2,683.65</i>	\$ 86,836.50
<i>*Contractual Services includes but is not limited to Materials Management Plan Development to Meet Part 115, MMP Process Administration, MMPC Facilitation and Administration, Public Engagement, Meeting Notices, and Approval Process</i>	
Total Expenses	\$ 245,378.50

Staffing

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