

Charlevoix County Materials Management Planning Committee

Date: April 24, 2025
Time: 10:00 a.m. – 12:00 p.m.
Location: Shirley Roloff Center
Committee Room
13513 Division Street
Charlevoix, MI 49720

PROPOSED AGENDA

- I. Welcome and Introductions**
- II. Public Comment**
- III. Approval of Agenda**
- IV. Approval of March 27, 2025 Meeting Minutes (Pages 1-3)**
- V. EGLE MMP Presentation**
- VI. Bylaw Review, Discussion, and Consideration of Approval (Pages 14-20)**
- VII. Work Program Review, Discussion, and Consideration of Approval (Pages 21-30)**
- VIII. Materials Management Plan Discussion**
- IX. Committee Member Comments**
- X. Public Comment**
- XI. Adjourn**

Posted: _____

Signature: _____

Thursday, April 24, 2025

To: Charlevoix County MMPC
Fr: Mathew Cooke, Community Planner
Re: April 24th MMPC Meeting Agenda

March 27, 2025 Meeting Minutes

Revised minutes are attached which included correcting misspelling of Jonathon Scheel's first name, correcting meeting attendance, and correcting adjournment motion.

EGLE Plan Format Clarification

A clarification showed us that the EGLE Plan Format previously viewed and thought to have been removed is indeed the plan format that we will utilize as a basis for the Charlevoix County Materials Management Plan (see attached, pages 6-13).

EGLE MMP Presentation

We expect Tracy Tomaszewski, EGLE Recycling Specialist, to be at the meeting to give an MMP presentation.

Bylaw Review, Discussion, and Consideration

At the previous meeting, there were questions about the DPA being listed as calling special meetings, changes in schedule, place of meetings, and meeting attendance. Charlevoix County legal counsel has clarified that the bylaws were developed using the language contained in the Part 115 statute. As a clarification from the DPA side, we would not make any changes to anything unless the committee or chairperson requested or was consulted on those changes.

Motion by _____, supported by _____, to approve the Charlevoix County Materials Management Planning Committee Bylaws.

Work Program Review, Discussion, and Consideration

Attached for your review, discussion, and consideration is the draft Work Program.

Motion by _____, supported by _____, to approve the Charlevoix County Materials Management Plan Work Program (as presented/as amended) and send to the Charlevoix County Approval Agency for consideration of approval.

Materials Management Plan Discussion

The purpose of this discussion is to get some input from MMPC members to help shape draft surveys, consider future community events and engagement, and hear what ideas members may have related to the goals and objectives, implementation, etc. of the process and MMP.

Some thoughts to get the discussion started may include public outreach ideas, materials that are seen in the county that can be better managed, or what can be done better within the county.

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</i> <i>rep. of a solid waste disposal facility</i>	<i>P</i>	<i>Annemarie Conway</i> <i>elected official of the county</i>	<i>E</i>
<i>Kirk Miller</i> <i>rep. of a hauler</i>	<i>P</i>	<i>Robin Hissong-Berry</i> <i>elected official of a township</i>	<i>P</i>
<i>Andre Grobaski</i> <i>rep. of a materials recovery facility (MRF)</i>	<i>E</i>	<i>Tim Nemecek</i> <i>elected official of a city or village</i>	<i>P</i>
<i>Eliza Hensel</i> <i>rep. of a composting facility</i>	<i>P</i>	<i>Jonathan Scheel</i> <i>business rep. generating material</i>	<i>P</i>
<i>Mark Bevelhymer</i> <i>rep. of waste diversion, reuse, or reduction</i>	<i>E</i>	<i>Janie McNabb</i> <i>rep. of the regional planning area</i>	<i>P</i>
<i>Kyra Allen</i> <i>rep. of an environmental interest group</i>	<i>P</i>	<i>Josh Chamberlain</i> <i>additional member per part 115</i>	<i>E</i>
		Attendance Key: <i>A – Absent</i>	<i>P – Present</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 Jonathan 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 Jonathan 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

Motion by Jonathan Scheel, supported by Victor VanDeventer, to adjourn the March 27, 2025 MMPC meeting at 9:53am.

FORMAT FOR PREPARING

MATERIALS MANAGEMENT PLANS

AS REQUIRED BY SUBPART 11, SECTION 11571, OF
PART 115, SOLID WASTE MANAGEMENT, OF
THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT
1994 PA 451, AS AMENDED



Gretchen Whitmer, Governor
Phillip D. Roos, Director

Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division

This document is available to download from our website at:
Michigan.gov/EGLEMMP

DPA:

2024 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.

GUIDANCE: References for specific requirements of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, are included as sections and subsections. Please see MCL Section 324.11502-324.11506 for a complete list of terms and definitions.

DATE SUBMITTED TO EGLE:	
EGLE APPROVAL DATE:	

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

County A	County D
County B	County E
County C	County F

Designated Planning Agency (DPA) Preparing the Plan:	
Contact Person:	
Title:	
Address:	
Phone:	
E-Mail:	
Website:	
Central Repository Location(s):	

DPA:

SECTION ONE: PLANNING AREA PROFILE

POPULATION

MCL Section 324.11578(1)(l)

Population Density: Include current and projected population densities to demonstrate that the capacity required for managed material will be met.

Table 1-1: Population Density

County	<insert reference year> Population	5-Year Projected Population

GENERATION

MCL Section 324.11504(22); 11578(1)(c)

Sources of Generation

Identify by type and tonnage all managed material generated in the planning area. "Managed material" means solid waste, diverted waste, or recyclable material. Amounts may be estimated.

Table 1-2: Material Generation

Type	Annual Tonnage

INFRASTRUCTURE

MCL Section 324.11578(1)(d), (e), (f)

Materials Management Infrastructure

To the extent practicable, identify and evaluate **current and planned** materials management infrastructure that contributes or will contribute to meeting the materials management needs and goals of the planning area.

Include an inventory of the following:

- Existing disposal areas, including name and address. (See 324.11503(6) for definition of "disposal area.")
- Existing material utilization facilities, including name and address.. (See 324.11504 (31) for definition of "material utilization facility.")
- Waste diversion centers for which notification has been given to the department under 324.11521b, including name and address. (See 324.11506(14) for definition of "waste diversion centers.")

DPA:

- Materials management collection options available in the planning area (examples: community programs, collection events, haulers, service providers)

GUIDANCE: A map of facilities can be found by clicking the following link: [Michigan Materials Management Facilities \(arcgis.com\)](https://arcgis.com)

Table 1-3: Materials Management Infrastructure

Name	Address	Description

MUNICIPAL SOLID WASTE RECYCLING RATE

Recycling Rate:

The <insert reference year> MSW Recycling rate is:

The following describes the data used to calculate the planning area's Recycling Rate:

MCL Section 324.11578(1)(k); 324.11504(38)

GUIDANCE: MSW Recycling rate is the amount of municipal solid waste recycled or composted, divided by the amount of municipal solid waste recycled, composted, landfilled, or incinerated.

SECTION TWO: MATERIALS MANAGEMENT GOALS

Goals:

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 (30 percent recycling rate by 2029; ultimately reaching a 45 percent recycling rate), the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.

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. The implementation strategy shall include, but is not limited to, the following:

- How progress will be made to reduce the amount of **organic material** being disposed of, through food waste reduction, composting, and anaerobic digestion.
- 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.

DPA:

- 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.
- A description of how the minimum **access** requirements (i.e. “benchmark recycling standards”) will be met. Specify a recommended minimum level of recycling service that incorporates the **access** requirements of the benchmark recycling standards.
Note: 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.
- 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.
- Describe the **education and outreach** programs necessary for residents and businesses in the planning area to meet the objectives.
- A **timetable** for implementation.

MCL Section 324.11578(1)(a), (b); 324.11504(38); 324.11502(6)

Goal 1

- Description:
- Resources Needed:
- Education and Outreach Programs:
- Implementation Timetable:

Goal 2

- Description:
- Resources Needed:
- Education and Outreach Programs:
- Implementation Timetable:

GUIDANCE: *MCL Section 324.11502(6) Benchmark Recycling Standards* is a minimum access requirement that requires the following:

By January 1, 2026, at least 90 percent of single-family dwellings in urban areas as identified by the most recent federal decennial census and, by January 1, 2028, at least 90 percent of single-family dwellings in municipalities with more than 5,000 residents have access to curbside recycling that meets all the following criteria:

- (i) One or more recyclable materials, as determined by the county's material management plan, that are typically collected through curbside recycling programs, are collected at least twice per month.
- (ii) If recyclable materials are not collected separately, the mixed load is delivered to a solid waste processing and transfer facility and the recyclable materials are separated from material to be sent to a solid waste disposal area.
- (iii) Recyclable materials collected are delivered to a materials recovery facility that complies with part 115 or are managed appropriately at an out-of-state recycling facility.

DPA:

(iv) The curbside recycling is provided by the municipality, or the resident has access to curbside recycling by the resident's chosen hauler.

By January 1, 2032, the following additional criteria:

(i) In counties with a population of less than 100,000, there is at least 1 drop-off location for each 10,000 residents without access to curbside recycling at their dwelling, and the drop-off location is available at least 24 hours per month.

(ii) In counties with a population of 100,000 or more, there is at least 1 drop-off location for each 50,000 residents without access to curbside recycling at their dwelling, and the drop-off location is available at least 24 hours per month.

SECTION THREE: MECHANISMS

Funding and Enforcement Mechanisms:

Describe the enforceable mechanisms by which municipalities/counties in the planning area will ensure convenient recycling access, such as one or more of the following:

- Assignment of the responsibility to the county or an authority.
- A franchise agreement;
- An intergovernmental agreement;
- Municipal service;
- Licensing under an ordinance;
- A public-private partnership.

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 324.11526(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.

MCL Section 324.11578(1)(n); 324.11581(1)

GUIDANCE: *MCL Section 324.11581(1)* A municipality or county may fund the implementation of an MMP through any of the following methods, if applicable and to the extent authorized by the mechanism:

- A millage under 1917 PA 298, MCL 123.261.
- A municipal utility service fee.
- Special assessments under 1957 PA 185, MCL 123.731 to 123.786; 1954 PA 188, MCL 41.721 to 41.738; or the township and village public improvement and public service act, 1923 PA 116, MCL 41.411 to 41.419.
- A service provider franchise agreement.
- Hauler licensing fees.
- A voter-approved millage.
- A general fund appropriation.
- Supplemental fees for service.
- A surcharge under section 8a of the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.508a.
- A landfill surcharge.
- A flow control fee structure.

DPA:

- Any other lawful mechanism.

Table 3-1 Mechanisms

Type of Mechanism:	Region/Area Impacted:	Description:

Siting Process:

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:

MCL Section 324.11578(1)(r), 324.11578(3), 324.11579, 324.11585

GUIDANCE: 324.11578(1)(s) Take into consideration the MMPs of counties adjacent to the planning area as they relate to the planning area's needs.

SECTION FOUR: ADMINISTRATION

Identify the entity or entities responsible for each of the following and document the appropriateness of the identified entities to carry out their respective responsibilities:

- Implementing the access requirements of the benchmark recycling standards.
- Identifying the materials utilization framework and the achievement of the materials management goals.
- Otherwise monitoring, implementing, and enforcing the MMP and providing any required reports to the department.
- Administering the funding mechanisms that will be used to implement the MMP.

MCL Section 324.11578(1)(p)

Table 4-1: Responsible Entities

Responsibilities	Name/Title/Organization	Qualifications/Authority

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws

DPA:

and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

APPENDICES

- Appendix A: Title
- Appendix B: Title
- Appendix C: Title

**CHARLEVOIX COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE
Bylaws**

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

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

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

5. PUBLIC NOTICE OF MEETINGS

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

6. QUORUM AND VOTING

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

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

7. REGULAR MEETING AGENDA.

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

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

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

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

8. CONDUCT OF MEETINGS.

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

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

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

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

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

9. RECORD OF MEETINGS.

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

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

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

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

CHARLEVOIX COUNTY MATERIALS
MANAGEMENT PLANNING
COMMITTEE

By: _____

Its: Chairperson

By: _____

Its: Secretary



CHARLEVOIX COUNTY
— M I C H I G A N —

Charlevoix County Materials Management Plan Work Program

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

Acknowledgements

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

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

Background

On January 8, 2024, the State of Michigan Department of Environment, Great Lakes, and Energy called for updated Materials Management Plans. These updates are the result of amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The updated plans will focus on sustainable materials management, such as recycling and composting, instead of primarily disposal replacing the existing Solid Waste Plans.

Outside of being required by law, the plan updates will assure material management capacities for non-hazardous waste generated in the County, ensuring materials (think food waste, recyclables, etc.) are collected, processed, or disposed of at facilities that comply with laws and regulations. The plans will also identify and regulate criteria for the siting of all facilities, such as landfills, transfer stations, or composting facilities. Additional ways the plan assists the County include documenting existing and new infrastructure and defining the needs, goals and opportunities for materials management and facilities.

Please note that this Work Program is developed to meet Part 115 and may be amended.

Proposed Milestone Schedule

Please note that the yellow highlights denote the schedule for Fiscal Year 2025.

Proposed Milestone Schedule																				
	2024				2025				2026				2027				2028			
	Q2 Jan-Mar	Q3 Apr-June	Q4 Jul-Sep	Q1 Oct-Dec	Q2 Jan-Mar	Q3 Apr-June	Q4 Jul-Sep	Q1 Oct-Dec	Q2 Jan-Mar	Q3 Apr-June	Q4 Jul-Sep	Q1 Oct-Dec	Q2 Jan-Mar	Q3 Apr-June	Q4 Jul-Sep	Q1 Oct-Dec	Q2 Jan-Mar	Q3 Apr-June	Q4 Jul-Sep	Q1 Oct-Dec
Task																				
1. Planning Initiation	X	X	X	X																
2. Materials Management Planning Committee				X	X	X	X	X	X	X	X	X	X	X						
3. Project Administration			X	X	X	X	X	X	X	X	X	X	X	X						
4. Materials Management Planning Grant				X	X	X	X	X	X	X	X	X	X	X						
5. MMP Contract				X	X	X	X	X	X	X	X	X	X	X						
6. Plan Project Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
7. Data Collection & Discovery Phase					X	X	X													
8. Stakeholder Engagement						X	X	X												
9. Analysis and Opportunities Phase								X	X	X										
10. Prepare Draft Materials Management Plan									X	X	X	X								
11. Plan Adoption												X	X	X						
12. Plan Implementation															X	X	X	X	X	X

Tasks

Please note that the yellow highlights denote the tasks for Fiscal Year 2025.

Task	Notes	Responsible Party	Status
1. Planning Initiation			
Plan Updates Initiated by EGLE	<i>Official planning process began on January 8th, 2024 via letter.</i>	County	Completed
Establish County Appraisal Agency	<i>At their June 20 2024 meeting, the Charlevoix County Board of Commissioners accepted the responsibility of the CAA.</i>	County	Completed
Appoint Designated Planning Agency	<i>At their August 15 2024 meeting, the Charlevoix County Board of Commissioners appointed Networks Northwest at the DPA.</i>	County	Completed
Submit Notice of Intent	<i>Charlevoix County submitted its Notice of Intent to EGLE on July XX, 2024.</i>	County	Completed
2. Materials Management Planning Committee			
MMPC Recruitment	<i>Recruitment of MMPC members was done through multiple communications to Local Units of Government and identified organizations that met the Part 115 criteria and press releases to notice of the opportunity to apply to sit on the MMPC.</i>	County/DPA	Ongoing
MMPC Administrative Support	<i>Including but not limited to agenda setting, document preparation, scheduling, public noticing, recording of minutes, communications, and committee support.</i>	DPA	Ongoing
MMPC Bylaws	<i>The Charlevoix County MMPC approved the MMPC bylaws at its XXXX XX, 2025 meeting.</i>	County/DPA	In Progress
MMP Work Plan	<i>An extension was filed for the submittal of the Work program to May 1, 2025.</i>	DPA	In Progress
Submit Work Program for EGLE Approval	<i>The Charlevoix County Work Program was submitted to EGLE on XXXX XX, 2025.</i>	DPA	Future
3. Project Administration			
MMP Webpage	<i>In addition to the County Materials Management webpages, Networks Northwest is maintaining a Charlevoix County Materials Management Plan webpage.</i>	County/DPA	Ongoing
County Staff Contact	<i>See acknowledgements.</i>	County	Ongoing
4. Materials Management Planning Grant			

Submit Grant Application	<i>Submission takes place following the approval of the Work Program.</i>	County/DPA	Future
Grant Administration	<i>DPA and County to work together for MMP grant administration.</i>	County/DPA	Ongoing
5. MMP Contract			
Contract with Consultant	<i>Networks Northwest was selected as the contractor to act as the Charlevoix County Materials Management Plan Designated Planning Agency, manage the MMPC, and develop the MMP to meet Part 115. A contract was sign in September 2024 by all parties.</i>	County	Completed
6. Plan Project Management			
County and DPA Communications on Plan Progress	<i>Meetings between County staff and DPA as necessary. Written reports to be delivered to CAA's as process moves forward.</i>	County/DPA	Ongoing
7. Data Collection & Discovery Phase			
Previous Planning and Studies Review	<i>Collect, review, and analyze existing reports, studies, solid waste plans, etc.</i>	DPA	Future
Public Engagement and Awareness	<i>MMPC Meetings, community events, and presentations as requested.</i>	DPA	Future
Exsiting Conditions Analysis	<i>Evaluation of demographics, existing waste diversion, facilities, programs, educational awareness.</i>	DPA	Future
Summary of Findings		DPA	Future
8. Stakeholder Engagement			
Local Municipality Engagement	<i>Draft and release a survey for local units of government. Attend any requested local unit of government meetings.</i>	DPA	Future
Resident Engagement	<i>Draft and release a survey for residents. Identify various community events to bring awareness of MMP and collect responses from local residents</i>	DPA	Future
Hauler and Operator Engagement	<i>Draft and develop a survey for haulers and operators of managed materials.</i>	DPA	Future
Materials Engagement (Food waste, recycling, etc)	<i>To be included in the surveys.</i>	DPA	Future
9. Analysis and Opportunities Phase			
Gap Analysis and Needs Assessment		DPA	Future
Best Management Practices Evaluation		DPA	Future
Supporting Policy and Funding Mechanism		DPA	Future
Draft Model Ordinances		DPA	Future

10. Prepare Draft Materials Management Plan			
Develop Draft Materials Management Plan		DPA	Future
Goals and Objectives		DPA	Future
Action Plan		DPA	Future
Implementation Strategy		DPA	Future
11. Plan Adoption			
MMPC Draft MMP Approval		DPA	Future
60-Day Public Comment Period and Public Hearing		DPA	Future
Plan Revisions		DPA	Future
MMP adopted by CAA		County/DPA	Future
Cities, Villages, and Townships Approval of MMP		DPA	Future
MMP Submission for EGLE Final Approval		DPA	Future
12. Plan Implementation			
Goals and Objectives Workplan		County/DPA	Future
New Program Development or Enhancement		County/DPA	Future
Funding		County/DPA	Future
Education and Outreach		County/DPA	Future
Data Collection, Updates and Maintenance		County/DPA	Future
Partnerships and Collaboration		County/DPA	Future

Public Participation

The Charlevoix County Materials Management Planning Committee is scheduled to meet on the 4th Thursday of each month at 9:00 a.m., unless otherwise notified with meetings taking place at the Charlevoix County Shirley Roloff Center or other locations within the planning area. Meeting agendas contain two opportunities for public comment. Additional public input opportunities will be presented in community events, requested local units of government meetings, and a planning area survey. Outside of meetings, the DPA representative is also available for any discussions with members of the public regarding materials management planning.

In addition to information on the Charlevoix County webpage, Networks Northwest maintains a Charlevoix County MMP Resource Webpage (nwm.org/MMP) with meeting information and planning process documents as they are developed.

Projected meeting dates for Fiscal Year 2025 are:

- Thursday, March 27, 2025
- Thursday, April 24, 2025
- Thursday, May 29, 2025
- Thursday, June 26, 2025
- Thursday, July 24, 2025
- Thursday, August 28, 2025
- Thursday, September 25, 2025

Costs

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

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

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

Staffing

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