Livingston County Materials Management Planning Committee

Julie Cribley	Lindsey Kerkez	Eric Kohart
James Tuthill	Kathleen Horning	Richard Burns
Sara Thomas	Paul Sgriccia	James Richey
Brian Jonckheere	Jacob Schlittler	Tim Krause

LIVINGSTON COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE MEETING

Tuesday, July 22. 2025 At 10:00 AM

Livingston County Public Safety Complex
1911 Tooley Rd. in Howell MI 48855.
Hartland Meeting Room

AGENDA

1. Call to order
2. Introductions
3. MMPC Roll Call
4. MMPC Determination of Quorum
5. Additions to the Agenda
6. Adoption of Agenda
7. Approval of Minutes of Prior Meeting – June 24, 2025
8. General Public Comments
9. Agenda and Discussion Items
    a. MMPC Work Plan and Budget
    b. Material Management Plan Support Work by SEMCOG
    c. EGLE Grant Application
10. Announcements
11. Additional Public Comment
12. Adjournment

DRAFT

LIVINGSTON COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE

MEETING MINUTES

Held at: Livingston County Public Safety Complex

1911 Tooley Rd. in Howell MI 48855

June 24, 2025, 10:00 AM

MATERIALS MANAGEMENT PLANNING COMMITTEE			
MEMBERS PRESENT:	Julie Cribley Lindsey Kerkez James Tuthill Kathleen Horning	Brian Jonckheere Eric Kohart Jacob Schlittler	James Richey Tim Krause Sara Thomas Richard Burns
MEMBERS ABSENT:	Paul Sgriccia		
STAFF PRESENT:	Robert Spaulding Scott Barb Robert Stanford	Martha Haglund	
OTHERS PRESENT:	Pat Hohl, Krista Belcher		

1. **CALL TO ORDER:** Meeting was called to order by Scott Barb, the Designated Planning Agency Representative at 1:00 pm.
2. **INTRODUCTIONS**
3. **ROLL CALL**
4. **DETERMINATION OF QUORUM**
5. **ADDITIONS TO AGENDA:** NONE
6. **ADOPTION OF AGENDA:**

> **Member Action: IT WAS MOVED BY JULIE CRIBLEY TO APPROVE THE AGENDA DATED JUNE 24, 2025, SECONDED BY KATHLEEN HORNING.**
>
> **All in favor, motion passed 11-0.**

7. **APPROVAL OF COMMITTEE MINUTES:** N/A**:** This is the first meeting, there are no previous minutes**.**
8. **GENERAL PUBLIC COMMENTS:** None.
9. **AGENDA AND DISCUSSION ITEMS**
   a. **MMPC Officer Nominations and Elections (Chair, Vice Chair, Secretary)**

DRAFT

Member action: IT WAS MOVED BY SARA THOMAS TO APPOINT JULIE CRIBLEY AS CHAIR OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY MEMBER JAMES RICHEY.

Roll Call Vote was taken: All in favor, motion passed 11-0.

Member action: IT WAS MOVED BY JULIE CRIBLEY TO APPOINT JAMES TUTHILL AS VICE-CHAIR OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY JACOB SCHLITTER.

Roll Call Vote was taken: All in favor, motion passed 11-0.

Member action: IT WAS MOVED BY JULIE CRIBLEY TO APPOINT SARA THOMAS AS SECRETARY OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY TIM KRAUSE.

Roll Call Vote was taken: All in favor, motion passed 11-0.

b. MMPC Bylaws (Draft)

Committee Discussion:

Members discussed modifying the effective date to "will take effect upon Livingston County Board of Commissioner Approval."

Member action: IT WAS MOVED BY BRIAN JONCKHEERE TO ADOPT AND REVISE THE BYLAWS TO ADD AN EFFECTIVE DATE OF: UPON THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS APPROVAL, SECONDED BY KATHLEEN HORNING.

All in favor, motion passed 11-0

c. MMPC Work Program (Draft)

Discussion: Overview of the materials management plan process. Reimbursement grant process. The current version of the workplan needs a budget and other information filled in. Robert Spaulding will contact EGLE for an extension to submit workplan. Discussion on SEMCOG and their organization providing educational materials that could help educate municipalities on the Material Management Plan.

Member action: IT WAS MOVED BY BRIAN JONCKHEERE TO TABLE THE WORKPLAN SECONDED BY JAMES TUTHILL.

All in favor, motion passed 11-0

d. Livingston County MMP (Materials Management Plan)

i. Subcommittee? / Hiring Consultant

Discussion: Having a smaller group to work on projects between committee meetings.

Member action: IT WAS MOVED BY ERIC KOHART TO APPOINT JULIE CRIBLEY, JAMES TUTHILL, KATHLEEN HORNING, TIM KRAUSE, AND PAUL SGRICCIA TO SUBCOMMITTEE, SECONDED BY JULIE CRIBLEY.

All in favor, motion passed 11-0

Order of Business for Subcommittee: Complete Materials Management Workplan to be brought back to the full committee for final approval.

ii. RFP/Bidding/Procurement Process-Krista Belcher-County Procurement

Discussion: Krista Belcher gave an overview of the County Procurement Process. Discussion followed on scope of work and working on a Request for Proposal outline. Julie Cribley, Tim Krause and Brian Jonckheere volunteered to begin researching RFPs and Scope of Work for the Materials Management Plan Consultants.

e. Future Meeting Dates Discussion-Calendar Set

Member action: IT WAS MOVED BY JACOB SCHLITTLER TO SET FUTURE MEETINGS FOR THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE TO BE EVERY MONTH ON THE FOURTH TUESDAY, AT 10:00 AM AT THE LIVINGSTON COUNTY PUBLIC SAFETY COMPLEX, LOCATED AT 1911 TOOLEY RD. HOWELL, MI 48855. SECONDED BY BRIAN JONCHKEERE.

All in favor, motion passed 11-0

Member action: IT WAS MOVED BY KATHLEEN HORNING TO SET A SUBCOMMITTEE MEETING ON TUESDAY JULY 15, 2025, AT 10:00 AM AT THE LIVINGSTON COUNTY ADMINISTRATION BUILDING, 304 E GRAND RIVER AVE, HOWELL, 48843.

All in favor, motion passed 11-0

10. ANNOUNCEMENTS: NONE

11. ADDITIONAL PUBLIC COMMENTS: NONE

12. ADJOURNMENT:

Member action: IT WAS MOVED BY BRIAN JONCHKHEERE TO ADJOURN THE MEETING AT 2:15 PM, SECONDED BY SARA THOMAS.

All in favor, motion passed 11-0

DRAFT

DRAFT

LIVINGSTON COUNTY, MICHIGAN
2025-2030 MATERIALS MANAGEMENT PLAN
WORK PROGRAM

Approved by the Livingston County Materials Management Planning Committee:

[Date]

Approved By the Livingston County Approval Agency:

[Date]

This 2025-2030 Livingston County Materials Management Plan Work Program has been prepared, developed, and implemented pursuant to Michigan Public Act 451, Part 115.

LIVINGSTON COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY
Lindsey Kerkez, Civil Engineer III
Southeast Michigan Council of Governments (SEMCOG)

COUNTY ELECTED OFFICIAL
Brian Jonckheere, County Drain Commissioner
Livingston County Drain Commissioner

TOWNSHIP ELECTED OFFICIAL
Kathleen Horning, Treasurer
Hartland Township

CITY OR VILLAGE ELECTED OFFICIAL
Jacob Schlitter, Mayor Pro Tem
City of Howell

ENVIRONMENTAL INTEREST GROUP
Sara Thomas, President
Livingston Land Conservancy

REPRESENTATIVE THAT DOES BUSINESS OR RESIDES IN AN ADJACENT COMMUNITY OUTSIDE THE PLANNING AREA
Richard Burns, FESD, Project Consultant
FK Engineering Associates

MATERIAL RECOVERY FACILITY OPERATOR
Julie Cribley, Executive Director
Recycle Livingston

COMPOST FACILITY/ANAEROBIC DIGESTER
James Tuthill, General Manager
Tuthill Farms and Composting

INDIVIDUAL GENERATING MANAGED MATERIAL
Paul Sgriccia, P.E., Senior Consultant
PTS Consulting

WASTE DIVERSION/REUSE OR REDUCTION
Eric Kohart, Recycling Center Coach
PADNOS Howell Recycling Center

MANAGED MATERIAL HAULER
James Richey, Director, Account Management
Recycle Services

SOLID WASTE DISPOSAL FACILITY OPERATOR
Tim Krause, Director of Engineering
Granger Waste Services

COUNTY APPROVAL AGENCY

Livingston County Board of Commissioners

Official Authorized Representative: Jay Drick, Chair

DESIGNATED PLANNING AGENCY

Livingston County Department of Planning

Designated Planning Agency Representative: Scott Barb, AICP, Director

TABLE OF CONTENTS

Page	
3	Background
4	Materials Management Plan 5-Year Budget
5	Proposed Milestone Schedule
6	Glossary of Terms
7	Task 1: Planning Process Initiation
8	Task 2: Materials Management Planning Committee
9	Task 3: Project Administration
10	Task 4: Materials Management Planning Grant
10	Task 5: Materials Management Plan Request for Proposal
11	Task 6: Plan Project Management
11	Task 7: Data Collection and Discovery Phase
11	Task 8: Stakeholder Engagement
12	Task 9: Analysis and Opportunities Phase
12	Task 10: Prepare Draft Materials Management Plan
12	Task 11: Plan Adoption
13	Task 12: Plan Implementation

BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan, under legislation changes to Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). After approved by EGLE, these plans will replace existing county Solid Waste Plans and transition from a solid waste disposal focus to a new materials management system geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid wastes.

The following Work Program complies with the Act and may be amended as needed.

Materials Management Plan 5-Year Projected Budget

Date Prepared: 5/24/2025
Project Name: Livingston County Materials Management Plan
Planning Area: Livingston County, MI
EGLE Materials Management Planning Grant Amount Allowable: $156,933/ year *

- Source: https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/MMD/Solid-Waste/Allowable-MMP-Grant-Amount-Per-County.pdf?rev=9ddb129133ca4adea6500bf2d4f42e2d&hash=96EE29239DB63F45798CFAE01E3FE34C

PROJECTED REVENUES						
Description	**2025 (Actual)**	**2026 (Projected)**	**2027 (Projected)**	**2028 (Projected)**	**2029 (Projected)**	**2030 (Projected)**
EGLE Grant	$0.00	$156,933	$156,933	$156,933	$60,000	$60,000
TOTAL REVENUES:	**$ 0.00**	**$156,933**	**$156,933**	**$156,933**	**$60,000**	**$60,000**

TOTAL STATE FUNDS: **$590,800.00 (100%)**
TOTAL 5-YEAR PROJECTED REVENUES: **$590,800.00 (100%)**

PROJECTED EXPENDITURES – OVERALL 5-YEAR MMP BUDGET			
Description	**Funding Source**	**Projected Amount**	**Actual Amount**
Postage, Mail, Notices	MMP EGLE Grant	$10,000.00	$ 0.00
Contractual Services	MMP EGLE Grant	$100,000.00	$ 0.00
Professional Development: Training/Education/SEMCOG	MMP EGLE Grant	$20,000.00	$ 0.00
Workshop and Meeting Supplies, Materials	MMP EGLE Grant	$20,000.00	$ 0.00
Implementation	MMP EGLE Grant	$350.800.00	$ 0.00
INFLATION (~5% / year):		$30.000.00	$ 0.00
CONTINGENCY (~10%):		$60,000.00	$ 0.00
TOTAL EXPENDITURES:		**$590,800.00**	**$ 0.00**
TOTAL 5-YEAR PROJECTED EXPENDITURES:		**$590,800.00**	

PROPOSED MILESTONE SCHEDULE

Task	Completion Date/ Deadline	2025				2026				2027				2028				2029				2030			
		Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation		X	X	X																					
Task 2: Materials Management Planning Committee			X	X	X																				
Task 3: Project Administration		X	X	X	X																				
Task 4: Materials Management Planning Grant				X	X	X																			
Task 5: Materials Management Request for Proposal					X	X	X																		
Task 6: Plan Project Management						X	X	X	X																
Task 7: Data Collection and Discovery Phase						X	X	X	X																
Task 8: Stakeholder Engagement						X	X	X	X																
Task 9: Analysis and Opportunities Phase							X	X	X	X															
Task 10: Prepare Draft Materials Management Plan							X	X	X	X															
Task 11: Plan Adoption										X	X	X	X												
Task 12: Plan Implementation														X	X	X	X	X	X	X	X	X	X	X	X

GLOSSARY OF TERMS

As used in this Materials Management Work Program:

a. **Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (the Act).**

b. **Board of Commissioners (BOC or Board):** the elected governing body authorized to make policy decisions for the county.

c. **County Approval Agency (CAA):** the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA has been identified as the Livingston County Board of Commissioners.

d. **Cities, Villages and Townships (CVT).**

e. **Designated Planning Agency (DPA):** the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA has been identified as the Livingston County Department of Planning.

f. **DPA Representative:** is the specific individual of the DPA designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA Representative is Scott Barb, Director, Livingston County Department of Planning.

g. **Michigan Department of Environment, Great Lakes & Energy (EGLE):** is the primary state agency overseeing the Materials Management planning process and administering the interim final approvals for Solid Waste Processing and Transfer Facilities and the amendments to the Act.

h. **Materials Management Plan (MMP):** is the plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

i. **Notice of Intent (NOI).**

☑ = **Task Complete**

● = **Task In Process**

◆ = **Task Not Started**

[Agency] **= Primary Responsible Party**

Task 1: Planning Process Initiation

☑ TASK 1.1: Plan Initiation [EGLE]

a. Livingston County received an email on December 20, 2023 from Phillip D. Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

☑ TASK 1.2: Accept Role as County Approval Agency (CAA) [DPA Representative]

a. On June 10, 2024, the Livingston County Solid Waste Coordinator presented the Proposed Resolution to the Courts, Public Safety and Infrastructure Development Committee for approval and the Courts, Public Safety and Infrastructure Committee recommended the item to BOC.

b. At a regular meeting on June 24, 2024, the BOC passed a formal resolution (Resolution # 2024-06-084) and accepted responsibilities as CAA.

☑ TASK 1.3: Appoint Designated Planning Agency (DPA) [CAA]

a. At a regular meeting on January 27, 2025, BOC passed a formal resolution (Resolution #2025-01-008) to appoint the Livingston County Planning Department as the DPA. The Planning Department Director, Scott Barb, will serve as the DPA representative.

☑ TASK 1.4: Dissolve the Solid Waste Management Committee and Create the Materials Management Planning Committee [CAA]

a. At a regular meeting on January 27, 2025, BOC dissolved the Solid Waste Management Committee and created the Materials Management Planning Committee via Resolution 2025-01-009.

☑ TASK 1.5: Correspond with Adjacent Counties [DPA Representative & CAA]

a. Robert Spaulding, DPW Coordinator, prepared a list of adjacent county DPA Representatives and BOC Chairs and drafted communication and response letters regarding interest for preparing a Multi- County MMP.

Robert Spaulding, DPW Coordinator, sent communication and response letters to adjacent counties indicating that Livingston County intends to prepare a single-county MMP.

TASK 1.6: Notify CVTs and Adjacent CVTs [DPA Representative]

a. Robert Spaulding, DPW Coordinator, emailed a letter to all Livingston County CVT and adjacent CVT Clerks and Chief Elected Officials about upcoming MMP initiative and requested contact information and future communication notification preference (US Mail and/ or Email).

TASK 1.7: Notification Contact List [DPA Representative]

a. Robert Spaulding, DPW Coordinator, collected and compiled contact information and notification preference (US Mail and/or email) from CVTs and adjacent CVTs.

TASK 1.8: Submit Notice of Intent to EGLE [DPA Representative & CAA]

a. On July 18, 2024, Carol Jonckheere submitted the MMP Notice of Intent to EGLE.

b. Livingston County has 36-months from July 18, 2024 to complete the MMP.

TASK 1.9: Distribute Notice of Intent [DPA Representative]

a. Rob Stanford, Livingston County Principal Planner, posted a PDF copy of the NOI Submittal to the County's MMP webpage on June 13, 2025

b. The NOI legal notice was published in the Livingston Daily Press and Argus on March 6, 2025

c. On_____, DPA Representative mailed and emailed a copy of NOI Submittal to all CVTs and requested the NOI be posted on CVT websites.

Task 2: Materials Management Planning Committee

☑ **TASK 2.1: Identify Candidates for MMPC** [BOC, CPSID, & DPA Representative]

a. On March 24, 2025 Natalie Hunt issued media release and solicited applications for new MMPC using an online application form posted on the County's website.

b. No interviews were conducted by the Personnel Committee.

c. The Personnel Committee made final recommendations to full BOC for MMPC members in each category/sector as required by the Act.

☑ **TASK 2.2: Appoint MMPC Members** [CAA]

a. At a regular meeting on January 27, 2025, the BOC passed a formal resolution (Resolution #2025-01-009) to dissolve the Solid Waste Committee and establish the Materials Management Planning Committee.

b. At a regular meeting on May 12, 2025, BOC passed a formal resolution (Resolution #2025-05-063) to Appoint MMPC members for a five-year term expiring on December 31, 2030..

☑ **TASK 2.3: MMPC Administrative Support** [DPA Representative]

a. DPA Representative to designate staff to provide support to MMPC (e.g. take meeting minutes, reserve and set up meeting room)

b. DPA Representative to be responsible for setting meeting dates, preparing meeting agendas, preparing and sending all required public notices.

● **TASK 2.4: MMPC Bylaws** [DPA Representative, Corporation Counsel, MMPC]

a. DPA Representative drafted MMPC Bylaws.

b. MMPC reviewed and adopted Bylaws for the conduct of its business at the June 24, 2025 regular meeting.

● **TASK 2.5: MMP Work Program** [DPA Representative, MMPC]

a. DPA Representative prepared draft MMP Work Program.

b. DPA Representative distributed a copy of draft MMP Work Program to MMPC on TBD and MMPC approved at their regular meeting on TBD.

◆ **TASK 2.6: CAA Approves Work Program** [DPA Representative]

a. DPA Representative presented a copy of MMP Work Program to CPSID on TBD for review, approval, and recommend to BOC.

b. CAA approved the MMP Work Program at their regular meeting on TBD.

☑ **TASK 2.7: CAA Submits Work Program to EGLE** [DPA Representative & CAA]

a. CAA submitted final MMP Work Program to EGLE on TBD in advance of the TBD deadline (180 days after NOI(currently awaiting an extension)).

❐ **TASK 3.1: Develop MMP Webpage** [DPA Representative and County Planning Staff]

a. DPA Representative worked with County Planning staff develop a new Materials Management Plan webpage on Livgov.com with a link to the Materials Management Plan.

b. All MM project and plan information will be posted to the following link: https://milivcounty.gov/planning/materials-management-planning/

❐ **TASK 3.2: Identify County Purchasing Department Contact** [DPA Representative]

a. Identify Purchasing staff assigned to assist with the MMP Grant, MMP RFP Process, and MMP Consultant Contract.

❐ **TASK 3.3: Identify County Fiscal Services Contact** [DPA Representative]

b. Identify Fiscal Services staff assigned to assist with MMP Grant and processing payment for MMP Consultant.

Task 4: Materials Management Planning Grant

◆ **TASK 4.1: Grant Application Submittal** [DPA Representative]

a. Seek Administration, Finance and BOC approval for MMP Grant Application submittal.

◆ **TASK 4.2: Department Grant Review** [DPA Representative]

b. If grant application is approved by EGLE, begin County Department Grant Review Process.

◆ **TASK 4.3: BOC Committee and Board of Commissioners Approval** [DPA Representative]

a. Seek CPSID Committee approval and recommend to BOC.

b. Seek BOC approval for MMP Grant Acceptance.

◆ **TASK 4.4: Purchasing Department and Fiscal Services Admin** [DPA Representative]

a. Work with Purchasing and Fiscal Services to set up necessary account strings.

Task 5: Materials Management Plan Request for Proposal

- **TASK 5.1: Prepare Request for Proposal (RFP)** [DPA Representative]
- **TASK 5.2: Internal and MMPC draft RFP Review and Approval** [DPA Representative]
- **TASK 5.3: Identify RFP Selection Committee Members** [DPA Representative]
- **TASK 5.4: Issue Request for Proposal on MITN/Bidnet** [Purchasing]
- **TASK 5.5: Hold Pre-Bid Meeting** [DPA Representative]
- **TASK 5.6: Proponents Submit Questions via MITN/Bidnet**
- **TASK 5.7: County Responds to Questions via MITN/Bidnet** [DPA Representative]
- **TASK 5.8: Proposals Due via MITN/Bidnet**
- **TASK 5.9: Selection Committee Scores Proposals**
- **TASK 5.10: Consulting Firm/Team Final Selection Interviews (As Needed)**
- **TASK 5.11: Notice of Award to Consulting Firm/Team** [Purchasing]

Task 6: Plan Project Management

- **TASK 6.1: Identify Project Manager (PM)** [DPA Representative]
- **TASK 6.2: Hold Project Kick-Off Meeting** [Consultant Team]
- **TASK 6.3: Hold Regular Progress Meetings** [Consultant Team]
- **TASK 6.4: Prepare a Project Management Plan (PMP)** [Consultant Team]
- **TASK 6.5: Prepare a Public Engagement Plan (PEP)** [Consultant Team]

Task 7: Data Collection and Discovery Phase

- **TASK 7.1: Previous Plan/Study Review** [Consultant Team]
- **TASK 7.2: Existing Conditions Analysis** [Consultant Team]
- **TASK 7.3: Summarize Findings** [Consultant Team]

Task 8: Stakeholder Engagement

- **TASK 8.1: Prepare Online Survey, Focus Group Meetings, Meetings, etc.** [Consultant Team]
- **TASK 8.2: CVT Staff, Elected Officials, MMPC, BOC, Health Department** [Consultant Team]
- **TASK 8.3: Adjacent Counties & SEMCOG** [Consultant Team]
- **TASK 8.4: Waste Haulers** [Consultant Team]
- **TASK 8.5: Facility Operators, MRF, etc.** [Consultant Team]
- **TASK 8.6: Metal Waste** [Consultant Team]
- **TASK 8.7: Electronic Waste** [Consultant Team]
- **TASK 8.8: Household Hazardous Waste** [Consultant Team]
- **TASK 8.9: Yard Waste** [Consultant Team]
- **TASK 8.10: Food Waste** [Consultant Team]
- **TASK 8.11: Packaging** [Consultant Team]
- **TASK 8.12: Businesses/Brokers** [Consultant Team]
- **TASK 8.13: Residents** [Consultant Team]
- **TASK 8.14: Other Products-Textiles, Wood, Rubber Products, etc.** [Consultant Team]

Task 9: Analysis and Opportunities Phase

- **TASK 9.1: Gap Analysis and System Needs Assessment** [Consultant Team]
- **TASK 9.2: Best Management Practices Evaluation and Recommendations** [Consultant Team]
- **TASK 9.3: Supporting Policy and Funding Mechanisms Evaluation** [Consultant Team]
- **TASK 9.4: Draft Model Ordinances/Policies** [Consultant Team]

Task 10: Prepare Draft Materials Management Plan

- **TASK 10.1: Prepare Draft Plan** [Consultant Team]
- **TASK 10.2: Goals and Objectives** [Consultant Team]
- **TASK 10.3: Action Plan** [Consultant Team]
- **TASK 10.4: Prepare Strategy to Implement Plan and How to Fund** [Consultant Team]
- **TASK 10.5: Prepare Strategy to Identify Responsible Parties to Implement Plan** [Consultant Team]
- **TASK 10.6: Identify Tasks and Timelines to Meet Plan Goals & Objectives** [Consultant Team]
- **TASK 10.7: Financial Strategies** [Consultant Team]

Task 11: Plan Adoption

- **TASK 11.1: MMPC Approves Draft MMP** [MMPC]
  a. MMPC reviews and approves the draft MMP for public review and comment for a minimum of 60 days.
- **TASK 11.2: Prepare Notice of Draft Plan Review and Public Hearing** [Consultant Team]
  a. Publish the notice in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
  b. The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.
- **TASK 11.3: 60-Day Required Public Comment Period** [DPA Representative]
  a. Share the MMP draft for public review and comment for a minimum of 60 days.
- **TASK 11.4: Hold Public Hearing** [MMPC]
  a. Conduct a public hearing on the MMP during the public comment period.
  b. A public notice of the hearing must be published at least 30 days prior to the hearing.
- **TASK 11.5: Plan Revisions** [DPA Representative]
  a. After 60-day public comment period, DPA has 30 days to revise MMP (as needed) and send back to MMPC for approval.
- **TASK 11.6: Plan Adoption by CAA** [CAA]
  a. CAA Passes Resolution Adopting MMP.
- **TASK 11.7: CVT Approval of MMP** [DPA Representative]
  a. Send approved MMP to all CVTs in the county for approval by resolution. After 120 days, 67% approval is required from CVTs that voted on the MMP
- **TASK 11.8: DPA Submits MMP to EGLE for Final Approval** [DPA]

Task 12: Plan Implementation

- **TASK 12.1: Work Toward Meeting Goals and Objectives** [DPA, MMPC, TBD]
- **TASK 12.2: New Program Development or Program Enhancement** [DPA/MMPC]
- **TASK 12.3: Funding** [DPA/MMPC]
- **TASK 12.4: Education** [DPA/MMPC]
- **TASK 12.5: Outreach** [DPA/MMPC]
- **TASK 12.6: Data Collection, Updates/Maintenance** [DPA]
- **TASK 12.7: Partnerships and Collaborations** [DPA/MMPC]

Southeast Michigan Council of Governments
1001 Woodward Avenue, Suite 1400
Detroit, Michigan 48226
(313) 961-4266
www.semcog.org

Materials Management Planning Support Work Plan

Objective

At request of the seven counties in the Southeast Michigan region – Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties – the Southeast Michigan Council of Governments (SEMCOG) will be supporting the counties in their Materials Management Planning efforts.

Materials Management Plans (MMP) are required by amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 115), specifically Subpart 11, Materials Management Plans.

This document outlines a work plan to be completed on behalf of the counties to support the development of their individual County MMPs. Though the seven counties will be completing this work independently, regional collaboration and coordination is prioritized.

As part of the work plan, SEMCOG staff will lead the following:

Facilitation of the Monthly Materials Management Work Group

Currently, SEMCOG facilitates a monthly work group for the materials management planning staff at each of the counties to share best practices, discuss strategies, and coordinate across agencies. This monthly facilitation and collaboration effort will continue throughout the MMP process. As the MMP process continues and evolves over the required 3-year planning horizon, these meetings may change frequency to quarterly or as-needed.

Materials Management Educational Campaign

To assist each of the counties with educating elected officials on Materials Management Planning and to support the development of the county-level MMPs, SEMCOG will develop educational campaign material. SEMCOG will work with county representatives and the regional MMP Work Group to develop key messages, coordinate video interviews, and develop and review educational material.

This effort includes the following deliverables:

1. Developing educational videos and sharing materials management stories, with assistance from EGLE, County Representatives, waste haulers, or other materials management professionals.

2. Creating educational materials to share as physical and digital resources to be circulated to local municipalities and on social media.
3. Facilitating SEMCOG University webinars or in-person workshops to educate elected officials on materials management planning requirements and changes in Part 115.

SEMCOG effort on the educational campaign is expected to be complete by June 2026

Policy and Regulatory Resource

SEMCOG staff will research and develop a resource of supportive policy and regulatory actions successfully implemented nationally for consideration in the SEMCOG region at both the regional and county level.

Budget

It is anticipated that the costs of this work will be paid for by each county with their EGLE Materials Management Grant funds. The total budget allocated for this scope for region is $75,000, allocated to SEMCOG staff to support the tasks described in this document.

The total costs have been allocated to the counties based on the effort expected per county. Of the total cost, 75% was split evenly between the counties, as most of this work plan is common to all with equal effort. The remaining 25% of total cost has been population-weighted due to the varied complexities of the tasks due to size.

The total for each county is summarized in the table below. County payments are expected to be paid up front and in full to SEMCOG before work begins. Please contact SEMCOG Environment and Infrastructure Engineer, Rachael Barlock, at barlock@semcog.org or 313.319.1062 with any questions related to this project.

County	Population	Percent of Region	equal split (75% of total)	pop. weighted (25% of total)	County Total to SEMCOG
Livingston	193,866	4%	$ 8,036	$ 753	**$ 8,788**
Macomb	881,217	18%	$ 8,036	$ 3,421	**$ 11,456**
Monroe	154,809	3%	$ 8,036	$ 601	**$ 8,637**
Oakland	1,274,395	26%	$ 8,036	$ 4,947	**$ 12,982**
St. Clair	160,383	3%	$ 8,036	$ 623	**$ 8,658**
Washtenaw	372,258	8%	$ 8,036	$ 1,445	**$ 9,481**
Wayne	1,793,561	37%	$ 8,036	$ 6,962	**$ 14,998**

Total Work Amount	$ 75,000

MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Planning Grant

REQUEST FOR WORK PROGRAMS

Issue Date: December 23, 2024

Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933

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 and regulations.

<This page intentionally left blank>

Table of Contents

PART I GENERAL INFORMATION 2

I-A Purpose 2

I-B Program Description 2

I-C Grant Award 3

I-D Eligibility Criteria 4

I-E Ineligible Projects 4

I-F Issuing Office and Point of Contact 4

I-G Changes to the RFP and Responses to Questions 4

I-H Work Programs 2

I-I Response 2

PART II INFORMATION REQUIRED FROM APPLICANTS. 2

II-A Completed Work Program 2

II-B Approved Budget Form 2

PART III SELECTION CRITERIA 4

III-A Project Clarifications/Revisions 4

III-B Rejection of Work Programs 4

III-C Acceptance of Work Program Content 4

PART IV ADDITIONAL INFORMATION 4

IV-A SIGMA Vendor Registration 4

IV-B News Releases 5

IV-C Disclosure of Work Program Contents 5

IV-D Copyrighted Materials 5

IV-E Prime Applicant Responsibilities 5

IV-F Partner Responsibilities 5

IV-G Permit Requirments 5

IV-H Prevailing Wage Requirements 5

PART V WORK PROGRAM TEMPLATE…. 6-10

Materials Management Planning Grant Request for Work Programs

PART I
GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Recycling Unit is establishing a materials management planning grant program as described in section 324.11587 of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

I-B Program Description

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

(a) Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
(b) Developing an initial MMP and amending the MMP.
(c) Ensuring public participation.
(d) Determining whether new materials management facilities are consistent with the MMP.
(e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
(f) Recycling education and outreach.
(g) Recycling and materials utilization programs.
(h) Preparation of required reports to the department.
(i) MMP implementation.
(j) Efforts to obtain support for the MMP and planning process from local units of government.

I-C Grant Award

In each of the first three years of the grant program, the amount of a grant shall equal the sum of the following:

(a) $60,000.00 for each county in the planning area.

(b) An additional $10,000.00 for each county in the planning area if the planning area includes more than 1 county.

(c) Fifty cents for each resident of the planning area, up to 600,000 residents. Please refer to 2020 U.S. Census results.

Materials management planning grants shall cover 100% of eligible costs up to the authorized maximum amount as specified by rule.

Applicant(s) must provide a complete budget. Use of the Approved Budget Form with Narrative (See Section II-B) is recommended. Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this Request for Work Programs and the Grant Agreement. The Recycling Unit, an entity within EGLE, will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable.

I-D Eligibility Criteria

Subject to appropriations, a materials management planning grant program is established to provide grants, to be known as materials management planning grants, to county boards of commissioners for the use of county approval agencies. County approval agency (CAA) means the county board of commissioners, the municipalities in the county, or the regional planning agency, whichever submits a notice of intent to prepare a materials management plan under section 11571. If a county board of commissioners is not the CAA, the county board of commissioners shall make awarded grant money available to the CAA within 60 days after receipt.

Materials management planning grants shall be awarded annually. To be eligible for grants in the first 3 years of the grant program, the CAA must do both of the following:

(a) Submit a notice of intent to prepare an MMP.

(b) Annually submit to and obtain department approval of a one-year work program for preparing the MMP. The work program shall be prepared by the DPA and reviewed and approved by the planning committee. The work program shall describe the activities for developing and implementing the MMP and associated costs to be covered by the county and the grant.

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or that significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.
5. Projects that cannot be shared with other entities in Michigan.
6. Projects that do not adhere to State of Michigan permit requirements.

I-F Issuing Office and Point of Contact

All questions regarding this solicitation should be directed to:

Christina Miller (MILLERC1@michigan.gov)

I-G Changes to the Request for Work Programs and responses to questions, written answers to questions, changes, and/or clarifications will be posted on the EGLE Materials Management Planning website.

I-H Work Programs
To be considered, applicants must submit a complete response to this Request for Work Programs, addressing the information requirements provided in Part II (below).

I-I Response
A work program template can be found on page 6-10 of this document. Completed work programs must be submitted through the following web form:

Materials Management Planning Work Program Submittal Survey

PART II
INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered.

1. The work program shall include a detailed description of tasks to be performed as needed in Year 1 to prepare the plan.

2. The work program shall also include all of the following:
    a. A timetable for the accomplishment of tasks in Year 1.
    b. A public participation element as described in R 299.4706, including a general schedule of public meetings, hearings, and other activities for Year 1.
    c. Costs of the individual elements and the total cost of plan preparation in Year 1.
    d. Detailed staffing needs and responsibilities for plan preparation in Year 1.

Please see instructions below for additional information:
II-A Complete the work program for Year 1 and attach additional information, as necessary.
II-B Approved Budget Form for Year 1

1. It is recommended that applicant(s) use the Approved Budget Form with Narrative. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: purchase of real property (e.g., land and buildings).
3. **Fringe Benefits** –Applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs

were calculated. Your calculations should identify all rates used and the base amount they were applied to. Please include how the base was derived, and a total for each.

4. **Equipment** –All Equipment expenses must be justified in your work program. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases over $5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.
5. **Travel** – Applicants may follow their own internal travel policy, which must be submitted to the issuing office contact prior to entering into a Grant Agreement. If an applicant does not have an internal travel policy, they must use the most recent State of Michigan Travel Rates posted by the Michigan Department of Technology, Management & Budget.
6. **Indirect Rate** – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of **total personnel and fringe benefits**.
7. **Incurring Costs –**The following documentation will be required by selected applicants to receive reimbursement:
   a. Receipt/Invoice or payroll summary for cost incurred.
   b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

Note: *All match types (cash, in-kind, third-party) will be held to the same documentation requirements.*

Additional Budget Information:

1. In the event of a partially funded work program, selected applicant(s) will be required to submit a revised work program before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
4. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

PART III
SELECTION CRITERIA

All work programs received shall be subject to an evaluation by the Recycling Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

III-A Project Clarifications/Revisions

During the work program review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed work program.

III-B Rejection of Work Programs

The Recycling Unit reserves the right to reject any and all work programs received as a result of this Request for Work Programs or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and The Recycling Unit.

III-C Acceptance of Work Program Content

The contents of this Request for Work Programs and the work program of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV
ADDITIONAL INFORMATION

IV-A SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in Sigma VSS, please verify that all your account information is correct. If not, please use the Sigma VSS to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may**

take up to two weeks to be processed.

IV-B News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-C Disclosure of Work Program Contents

All information in a bidder's work program and any Grant resulting from this Request for Work Programs is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq*.

IV-D Copyrighted Materials

See Section VI of the Grant Agreement for a summary of intellectual property provisions.

IV-E Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the work program whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. The State reserves the right to approve subcontractors for the work program and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the Grant Agreement for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H Permit Requirements

All activities undertaken with grant funds must comply with State of Michigan permitting requirements. It is the Recipient's responsibility to acquire all necessary environmental permits prior to initiating the funded project.

IV-I Prevailing Wage Requirements

The State of Michigan House Bill 4007 established requirements for all public projects sponsored or financed by the state to follow prevailing wages and fringe benefits. Find the current prevailing wage and fringe benefit requirements for your county.

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

(a) Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
(b) Developing an initial MMP and amending the MMP.
(c) Ensuring public participation.
(d) Determining whether new materials management facilities are consistent with the MMP.
(e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
(f) Recycling education and outreach.
(g) Recycling and materials utilization programs.
(h) Preparation of required reports to the department.
(i) MMP implementation.
(j) Efforts to obtain support for the MMP and planning process from local units of government.

County Information

County Name:
County Approval Agency Name:
County Approval Agency Contact:
County Approval Agency Email:
Single or Multicounty:
Multicounty group name if applicable:

Please include a CAA for each county if a multicounty group.

Contact Information for MMP Grant Manager:
Contact Name:
Contact Title:
Email Address:
Phone Number:

Designated Planning Agency
Contact Name:
Contact Title:
Email Address:
Phone Number:

Work Program was approved by the County X Materials Management Planning Committee on [INSERT DATE]:

County Materials Management Planning Committee Members

Regional Planning Agency	**Material Recovery Facility**
Name:	Name:
Title:	Title:
County Elected Official	**Compost Facility/Anaerobic Digester**
Name:	Name:
Title:	Title:
Township Elected Official	**Business Generating Managed Materials**
Name:	Name:
Title:	Title:
City or Village Elected Official	**Waste Diversion or Reduction**
Name:	Name:
Title:	Title:
Environmental Interest Group	**Managed Materials Hauler**
Name:	Name:
Title:	Title:
Solid Waste Disposal Facility	**Adjacent Community Business Outside the Planning Area** (optional)
Name:	Name:
Title:	Title:

Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	**Business that generates managed materials**
Name:	Name:
Title:	Title:

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

		[YEAR]				[YEAR]				
Task	Completion Date/Deadline	Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)	Q1 (date range)	Q2(date range)	Q3 (date range)	Q4 (date range)	
Task 1			X							
Task 2				X						
Task 3					X					
Task 4						X				

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Quarter 1 Tasks [Month – Month]

Task 1: TITLE

☐ **Task 1.1** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 1.2** [Title] [Responsible party]

a. Description
b. Timeline

Task 2: TITLE

☐ **Task 2.1** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 2.2** [Title] [Responsible party]

a. Description
b. Timeline

Quarter 2 Tasks [Month – Month]

☐ **Task 2.3** [Title] [Responsible party]

a. Description
b. Timeline

☐ **Task 3.1** [Title] [Responsible party]

a. Description
b. Timeline

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to R 299.4706 for details.

[Insert list of publication participation items]

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the Approved Budget Form with Narrative is recommended. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to “FTE.”

Position	FTE	Responsibilities
Staff Title		
Consultant Name/Title		