

Southwest Michigan Materials Management Planning Committee

Resolution of Approval

The Southwest Michigan Materials Management Planning Committee, at its regular meeting held on March 17, 2025, unanimously approved the Southwest Michigan Materials Management Plan - Work Program. This work plan is required for the submission of the EGLE grant application.

Signed this 18th day of March, 2025.

Roseann Marchetti

Roseann Marchetti

Secretary

Southwest Michigan Materials Management Planning Committee

SOUTHWEST MICHIGAN MATERIALS MANAGEMENT PLAN - WORK PROGRAM

BERRIEN COUNTY

CASS COUNTY

VAN BUREN COUNTY

Approved by the Southwest Michigan Multicounty Materials Management Planning
Committee on March 17, 2025

COUNTY APPROVAL AGENCIES

Berrien County Board of Commissioners

Contact: - Dave Vollrath

Email: DVollrath@berriencounty.org

Cass County Board of Commissioners

Contact: - Roseann Marchetti

Email: RoseannM@cassco.org

Van Buren County Board of Commissioners

Contact: - Paul Schincariol

Email: SchincariolP@vanburencountymi.gov

DESIGNATED PLANNING AGENCY

Southwest Michigan Planning Commission (SWMPC)

Designated Planning Agency Representative:

Bekah Schrag, Associate Planner

schragb@swmpc.org

(269) 925-1137 x 1521

MMP Grant Managers

Berrien County

Jill Adams, Director

Berrien County Parks Department

269-983-7111 x8234

jadams@berriencounty.org

Cass County

Jennifer Rentfrow, Interim County Administrator/Director of Finance

269-445-4437

JenniferR@cassco.org

Van Buren County

Kalli Marshall, Recycling & Materials Management Coordinator (Van Buren Conservation District)

269-657-4030 x5

resourcerecovery@vanburencd.org

MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY	WASTE HAULER
John Egelhaaf, Executive Director Southwest Michigan Planning Commission (SWMPC)	Christopher Phillips, Assistant Manager (Vice Chair) Best Way Disposal
COUNTY ELECTED OFFICIALS	BUSINESSES GENERATING MANAGED MATERIALS
Roseann Marchetti, Commissioner Cass County	Robert Baran, Owner ChewMax Pet Products
Paul Schincariol, Commissioner Van Buren County	Amy Huser, Sustainability & Outdoor Education Director Camp Friedenswald
Dave Vollrath, Commissioner Berrien County	Jeff Doroh, Business Director United Container Company
	Al Pscholka, Vice President Lake Michigan College
TOWNSHIP ELECTED OFFICIAL	MATERIAL RECOVERY FACILITY OPERATOR
David Kuhn, Treasurer Bertrand Township	Donovan Kelley, Site Manager Waste Connections
CITY OR VILLAGE ELECTED OFFICIAL	COMPOST FACILITY OPERATOR
Deah Muth, Mayor City of Watervliet	Kim Haneberg, Superintendent Department of Public Services, City of Dowagiac
ENVIRONMENTAL INTEREST GROUP	SOLID WASTE FACILITY OPERATOR
Kalli Marshall, Recycling & Materials Management Coordinator (Chair) Van Buren Conservation District	Bob Kras, Manager Southeast Berrien County Landfill
WASTE DIVERSION/REUSE OR REDUCTION	SOVEREIGN NATION
(To be approved) Sheila Bergen, HSE Coordinator Hydro Aluminum	Jennifer Kanine, Director Kowabdanawa odë ké (DNR) Pokagon Band of Potawatomi

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.

TASKS

Pursuant to Part 115 (MCL 324.11587(4)(b)) and its Administrative Rules, the Designated Planning Agency shall prepare a Work Program that shall describe the activities for developing and implementing the Materials Management Plan and the associated costs covered by the county(ies) and the MMP grant program.

The Plan is required to be submitted to the Department of Environment, Great Lakes, and Energy by **July 3, 2027**. This Work Program addresses costs for activities in development and implementation of the plan between January 8, 2024 and July 3, 2027.

For tasks and their components, please see attached excel.

Tasks Completed Before October 1, 2024.

TASK 1 – PLANNING PROCESS INITIATION

The Planning Process Initiation Task contained multiple subtasks as shown in the attached table. These subtasks included all County Approval Agencies accepting responsibility for the plan, drafting an interlocal agreement for the three counties, and approving the interlocal agreement. Further tasks included appointing a designated planning agency, corresponding with adjacent counties regarding opportunities for multicounty plans,

submitting the notice of intent to EGLE, and distributing the notice of intent to cities, villages, and townships in the planning area. All subtasks have been completed as of the end of July 2024.

Public input opportunities during this task included public meetings at all Board of Commissioners meetings where actions were taken, and press releases of the notice of intent distribution.

For more detailed information please see the attached table.

TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE

The Materials Management Planning Committee Task contains many subtasks. These subtasks included the creation of an online application for the MMPC, media releases for soliciting applications and reviewing and ranking applications based on criteria and expertise. All subtasks have been completed as of the end of September 2024.

Public input opportunities during this task include press releases for the MMPC appointment solicitation.

For more detailed information please see the attached table.

Costs accrued before October 1, 2024: \$36,848.36

Work beginning October 1, 2024. Year 1 begins here.

TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE

The Materials Management Planning Committee Task contains many subtasks. These subtasks include recommending applicants to all three CAAs for approval. Further tasks include formal resolutions from all County BOCs to appoint the recommended applicants, as well as additional members as identified in the Interlocal Agreement. Once the MMPC members had been appointed, additional subtasks included drafting and approving bylaws for the MMPC, drafting and approving the work program, and submitting the work program to EGLE. All subtasks have been completed as of the end of March 2025.

Public input opportunities during this task include public meetings at all Board of Commissioners meetings where actions were taken, and MMPC meetings.

For more detailed information please see the attached table.

TASK 3: MATERIALS MANAGEMENT PLANNING GRANT

The Materials Management Planning Grant Task contains a few subtasks. These subtasks include the submittal of the grant application to EGLE, EGLE department review, and approvals from all County Board of Commissioners to accept the grant. All subtasks have been completed as of the submission of this work program but will need to be repeated with the grant cycle.

Public input opportunities during this task include public meetings at all Board of Commissioners meetings where actions were taken.

For more detailed information please see the attached table.

TASK 4: MATERIALS MANAGEMENT PLAN AREA PROFILE

The Materials Management Area Profile Task contains many subtasks. These subtasks include the review of the three Counties' previous Solid Waste Plans, compiling regional demographics for the planning area, exploring existing recycling and composting programming, researching and understanding of inventory, location, and capacity at solid waste disposal facilities, materials management facilities, and composting facilities. Additional subtasks include compiling existing hauling services in the area, infrastructure, and analyzing reports from landfills, composting facilities, and recycling facilities. All subtasks are expected to be completed by the end of Spring 2025.

Public input opportunities during this task include public meetings at all MMPC meetings.

For more detailed information please see the attached table.

TASK 5: ANALYSIS AND OPPORTUNITIES

The Analysis and Opportunities Task contains many subtasks. These subtasks include the assessment of gaps and system needs through reviewing market reports and survey of CVTs; exploring priorities of services, programs, and infrastructure; evaluation and

recommending best management practices based on benchmark recycling standards and surrounding opportunities; exploring funding mechanisms; and drafting any desired ordinances or policies. All subtasks are expected to be completed by the end of Fall 2025.

Public input opportunities during this task include public meetings at all MMPC meetings, and a survey of cities, villages, and townships in the planning area.

For more detailed information please see the attached table.

TASK 6: PREPARE DRAFT MATERIALS MANAGEMENT PLAN

The Prepare Draft Materials Management Plan Task contains subtasks. These subtasks include preparing and releasing a public survey and beginning to write the draft plan.

The public survey is expected to be released in Summer 2025. The writing of the draft plan will continue into previous years.

Public input opportunities during this task include public meetings at all MMPC meetings, and a public survey that will be advertised widely.

For more detailed information please see the attached table.

ADDITIONAL PUBLIC PARTICIPATION

Public participation not only includes membership of the three-county Materials Management Planning Committee, but also includes notifying interested parties and all local units of government of the planning process. The various components are:

- The County Board of Commissioners in each county, acting as County Approval Agency (CAA), is responsible for establishing and maintaining a 17-member materials management planning committee. This committee has been established under an intergovernmental agreement enabled by PA 7 of 1967 (The Urban Cooperation Act). SWMPC aids the Counties in the administration of the committee. A regular meeting schedule has been established and is available at www.swmpc.org Meetings for the Materials Management Planning Committee generally take place on the third Mondays of the month at 1:00 p.m.

- Meeting notices or other materials management planning activity information will regularly be sent by email to all local units of government and requesting members of the public in the method requested.
- Members of the public are invited to attend regular meetings of the planning committee, and a public comment component has been incorporated into the regular meeting agenda format.
- Committee meeting notices and agendas will be distributed to each County for posting. Meeting notices will be posted in accordance with the Open Meetings Act.
- Public notices of the 60-day local review period and public hearing will be published in the local paper, on the county websites and the DPA website.

COSTS

Please see attached Budget Form with Narrative for costs of the individual elements and the total cost of plan preparation in Year 1.

The SWMPC incurred \$36,848.36 in expenses prior to October 1, 2024, and understand that while EGLE may allow reimbursement, requesting it now could delay the grant application. To avoid any holdups, we will proceed without seeking immediate reimbursement but may explore options later if feasible.

STAFFING

Please describe staffing needs and responsibilities for plan preparation in Year 1.

Position	County	FTE	Responsibilities
Jill Adams – Director of Parks Department	Berrien County	0.2	Working with DPA on plan development; acting as liaison among DPA, MMPC, and the Berrien County Board of Commissioners; serving as Berrien County Grant Manager; assisting with education outreach, research, and implementation; attending meetings and conferences related to the Materials Management Plan and planning process.
Lisa Ransler – Community Services Director	Van Buren County	0.1	Coordinate with contractors and aid in implementation efforts.

Tasks	Sub Tasks	Description	Responsible Party	Public Participation	Status	Timeline									
						Completion Date	2024				2025				
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Work done previous to October 1, 2024															
TASK 1: PLANNING PROCESS INITIATION	Plan Initiation	Initiation of planning began January 8, 2024	EGLE	N/A	Completed	1/8/24	x								
	Accept Role as County Approval Agencies	Formal Resolutions passed to accept CAA responsibilities	CAAs	Public Meeting(s)	Completed	7/3/2024	x	x							
	Draft Interlocal Agreement	Write interlocal agreement that includes MMPC appointment process, DPA payment, MMP approval process, and more.	DPA, County Staff	N/A	Completed	5/31/24	x	x							
	Approve Interlocal Agreement	Formal resolutions from all three Counties	CAAs	Public Meeting(s)	Completed	7/3/24	x	x							
	Appoint Designated Planning Agency	Formal resolutions from all three Counties	CAAs	N/A	Completed	7/3/24	x	x							
	Correspond with Adjacent Counties	Each County sent letters to adjacent counties regarding their plan to create a multicounty plan	DPA, CAAs	Public Meeting(s)	Completed	7/3/24	x	x							
	Submit Notice of Intent to EGLE	All Counties completed the Survey Monkey to submit the Notice of Intent	CAAs	Public Meeting(s)	Completed	7/3/24	x	x							
	Distribute Notice of Intent	All Counties notified CVTs via press releases and emails	DPA, CAAs	Press Releases	Completed	8/2/24	x	x							
TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE	Identify Candidates for MMPC	Created Online Application for MMPC	DPA	N/A	Completed	6/1/24		x							
		Drafted and published media releases for soliciting applications	DPA, County Staff	Press Releases	Completed	6/1/24		x							
		Reviewed and ranked applications based on criteria, employment, education, and skills	DPA	N/A	Completed	9/5/24			x						
Work beginning October 1, 2024. Year 1 begins here															
TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE	Identify Candidates for MMPC	Recommended appointments for each seat on the MMPC were sent to all County BOCs	DPA	N/A	Completed	10/3/24				x					
	Appoint MMPC Members	Formal Resolutions passed to appoint MMPC members	CAAs	Public Meeting(s)	Completed, Ongoing as needed	11/7/24				x	x	x			
	Administer MMPC	Setting meeting dates, preparing agendas, preparing and sending all required public notices	DPA	Public Meeting(s)	Ongoing	November 2024- July 2027				x	x	x	x	x	
	Creation and Approval of MMPC Bylaws	Drafted Bylaws		DPA	N/A	Completed	11/13/24				x				
		Approval of MMPC Bylaws		MMPC	Public Meeting(s)	Completed	11/20/24				x				
		Draft a MMP Work Program		DPA	N/A	Completed	3/17/25				x	x			

Michigan Department of Environment, Great Lakes, and Energy
Sustainability Section
Budget Template

Applicant Name: County of Berrien
 Project Title (Program): Materials Management Plan
 Vendor Number (VSS): CZ0047017

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)
				Monetary	In-Kind	
Jill Adams, Director, Berrien County Parks	390	\$ 47.41	\$ 18,489.90			\$ 18,489.90
Department						\$ -
						\$ -
						\$ -
						\$ -
Personnel Subtotal	390		\$ 18,489.90			\$ 18,489.90

Fringe Benefits (Name & Title)	Rate (%)	Grant (\$)	Match (\$)		Total (\$)
			Monetary	In-Kind	
Jill Adams, Director, Berrien County Parks	40.00%	\$ 7,395.96			\$ 7,395.96
Department					\$ -
					\$ -
					\$ -
					\$ -
Fringe Benefits Subtotal		\$ 7,395.96			\$ 7,395.96
Personnel & Fringe Benefits Subtotal		\$ 25,885.86			\$ 25,885.86

Personnel Narrative
 Tasks include working with DPA on plan development; acting as liason among DPA, MMPC, and Berrien County Board of Commission; serving as Berrien County Grant Manager; and assisting with education outreach, research, and implementation; attending meetings and conferences related to the Materials Management Plan and planning process. Expected .2 FTE Salary & Fringe.

Fringe Benefits Narrative
 Social Security, Medicare, Health Insurance, Dental/Vision Insurance, Life Insurance, Pension, Unemployment Insurance, Worker's Compensation

				Match (\$)			Contractual Services Narrative
Contractual Services (Name)	Description of Services	Grant (\$)	Monetary	In-Kind	Total (\$)		
Southwest Michigan Planning Commission	Designated Planning Agency, Adminis	\$80,000			\$ 80,000.00		The SWMPC is the designated planning agency for the creation of the multicounty MMP and have all duties listed in Section 11574. SWMPC is also responsible for the groundwork required to complete a multicounty plan, including presenting at each County BOC on the benefits of a multicounty plan, leading meetings that led to resolutions to create a multicounty plan, drafting the Interlocal Agreement, and drafting the notice of intent publication required by EGLE. They are also administering the planning committee, which includes accepting applications and recommending applicants to the three counties, recommending replacements for vacancies as they arise, and ensuring meetings are compliant with the Open Meetings Act.
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Contractual Services Subtotal		\$ 80,000.00	\$ -		\$ 80,000.00		
				Match (\$)			Supplies & Materials Narrative
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Supplies & Materials Subtotal			\$ -			\$ -	
				Match (\$)			Equipment Narrative
Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Equipment Subtotal			\$ -			\$ -	

			Match (\$)			Other Direct Costs Narrative	
Other Direct Costs (Description)		Grant (\$)	Monetary	In-Kind	Total (\$)		
Michigan Recycling Coalition Conference registration, Michigan Recycling Coalition and/or EGLE MMP Training opportunities, other training opportunities.		\$ 650.00			\$ 650.00	Michigan Recycling Coalition conducts periodic trainings for Materials Management programing, planning, etc, including the annual MRC Conference. Grant request covers fees for registration.	
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Other Direct Costs Subtotal		\$ 650.00	\$ -		\$ 650.00		
			Match (\$)			Travel Narrative	
Travel	Quantity (#)	Rate (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
Mileage	1050	\$ 0.70	\$ 735.00			\$ 735.00	Mileage includes travel to/from Michigan Recycling Coalition Conference, other potential trainings conducted by MRC and EGLE, and MMPC meetings. Lodging includes 2 nights hotel stay at the Michigan Recycling Coalition Conference for 1 Staff person.
Lodging	2	\$ 175.00	\$ 350.00			\$ 350.00	
Meals						\$ -	
Airfare						\$ -	
Other Travel (Itemize)						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Travel Subtotal			\$ 1,085.00	\$ -		\$ 1,085.00	
Direct Cost Subtotal			\$ 107,620.86	\$ -		\$ 107,620.86	
			Grant (\$)	Match (\$)	Total (\$)		
Indirect (15% Max)	Rate (%)		\$ 3,882.88	\$ -	\$ 3,882.88		
	15.00%						
			Match (\$)				
			Grant (\$)	Monetary	In-Kind	Total (\$)	
Total Cost			\$ 111,503.74	\$ -		\$ 111,503.74	

Michigan Department of Environment, Great Lakes, and Energy
Sustainability Section
Budget Template

Applicant Name: Cass County
 Project Title (Program): Material Management Program
 Vendor Number (VSS): CV0047964

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)	Personnel Narrative
				Monetary	In-Kind		
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Personnel Subtotal	0		\$ -			\$ -	
Fringe Benefits (Name & Title)		Rate (%)	Grant (\$)	Match (\$)		Total (\$)	Fringe Benefits Narrative
				Monetary	In-Kind		
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Fringe Benefits Subtotal			\$ -			\$ -	
Personnel & Fringe Benefits Subtotal			\$ -			\$ -	

			Match (\$)				Contractual Services Narrative
Contractual Services (Name)	Description of Services	Grant (\$)	Monetary	In-Kind	Total (\$)		
Southwest Michigan Planning Commission	Designated Planning Agency, Adminis	\$80,000			\$ 80,000.00		The SWMPC is the designated planning agency for the creation of the multicounty MMP and have all duties listed in Section 11574. SWMPC is also responsible for the groundwork required to complete a multicounty plan, including presenting at each County BOC on the benefits of a multicounty plan, leading meetings that led to resolutions to create a multicounty plan, drafting the Interlocal Agreement, and drafting the notice of intent publication required by EGLE. They are also administering the planning committee, which includes accepting applications and recommending applicants to the three counties, recommending replacements for vacancies as they arise, and ensuring meetings are compliant with the Open Meetings Act.
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Contractual Services Subtotal		\$ 80,000.00	\$ -		\$ 80,000.00		
			Match (\$)				Supplies & Materials Narrative
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Supplies & Materials Subtotal			\$ -			\$ -	
			Match (\$)				Equipment Narrative
Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Equipment Subtotal			\$ -			\$ -	

Other Direct Costs (Description)	Grant (\$)	Match (\$)		Total (\$)	Other Direct Costs Narrative		
		Monetary	In-Kind				
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
Other Direct Costs Subtotal	\$ -	\$ -		\$ -			
Travel	Quantity (#)	Rate (\$/Unit)	Grant (\$)	Match (\$)		Total (\$)	Travel Narrative
				Monetary	In-Kind		
Mileage						\$ -	
Lodging						\$ -	
Meals						\$ -	
Airfare						\$ -	
Other Travel (Itemize)						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Travel Subtotal			\$ -	\$ -		\$ -	
Direct Cost Subtotal			\$ 80,000.00	\$ -		\$ 80,000.00	
	Rate (%)	Grant (\$)	Match (\$)		Total (\$)		
Indirect (15% Max)		\$ -	\$ -		\$ -		
			Match (\$)		Total (\$)		
			Grant (\$)	Monetary	In-Kind	Total (\$)	
Total Cost		\$ 80,000.00	\$ -			\$ 80,000.00	

	Grant (\$)	Total (\$)
Total Cost	\$ 107,793.05	\$ 107,793.05

NOTE: In order to receive reimbursement for costs covered under the grant agreement, selected applicants must submit the following documentation: Invoice/Receipt/Payroll Summary/Contract for expenses incurred, **AND** proof of payment via bank statement or cleared check.