

SW MI Materials Management Planning Committee Agenda

February 10, 2025

1:00 p.m.

Location: Pokagon Band Community Center
27043 Potawatomi Trail Dowagiac, MI 49047

- 1. Call to Order & Roll Call** Kalli Marshall, VBCD, Chair
- 2. Approval of Agenda**
- 3. Approval of Minutes**
- 4. Communications**
MMPC Vacancy Bekah Schrag, DPA
- 5. Old Business**
MMP Grant Draft Bekah Schrag, DPA
- 6. Hearings**
Survey Findings Bekah Schrag, DPA
Diversion Programs – Pokagon Band Justin Palthe, Pokagon Band of Potawatomi
MMCE Reports Daniel Schoonmaker, MSBF
- 7. New Business**
Landfill Reports Bekah Schrag, DPA
Recycling Reports Bekah Schrag, DPA
Waste Generation Bekah Schrag, DPA
- 8. Public Comment**
- 9. Miscellaneous**
Upcoming Events Kalli Marshall, VBCD, Chair
- 10. Adjournment**

*Next meeting will be held **March 17 at 1:00 p.m. at Pokagon Band Community Center
27043 Potawatomi Trail Dowagiac, MI 49047***

For questions about accessibility or to request accommodations, please contact Bekah Schrag at (574) 312-9148 or by email at schragb@swmpc.org



Minutes

SW MI Materials Management Planning Committee

Monday, January 13, 2025, at 1:00 p.m.

LOCATION: Pokagon Band Community Center
27043 Potawatomi Trail Dowagiac, MI 49047

MEMBERS PRESENT:

Baran, Bob
Doroh, Jeff
Egelhaaf, John
Huser, Amy
Kanine, Jennifer
Kras, Bob
Kuhn, David
Marchetti, Roseann, Secretary
Marshall, Kalli, Chair
Muth, Deah
Phillips, Christopher, Vice Chair
Pscholka, Al
Schincariol, Paul
Vollrath, Dave

MEMBERS ABSENT:

Giczewski, John
Haneberg, Kim
Kelley, Donovan

PUBLIC PRESENT:

Adams, Jill
Field, Jayson
Graves, Genevieve
Palthe, Justin

1. CALL TO ORDER

Chair Kalli Marshall called the meeting to order at 1:03 pm. She took roll call, and a quorum was present.

2. APPROVAL OF AGENDA

Chair Marshall presented the agenda with revisions. The revisions included adding the Materials Management Planning Grant RFP to agenda item #5 and adding Grant Funding to agenda item #7.

Al Pscholka moved to **“ACCEPT THE CONSENT AGENDA WITH REVISIONS.”** Secretary Roseann Marchetti seconded the motion, which carried unanimously.

3. APPROVAL OF MINUTES

Marchetti moved to **“APPROVE 11.20.24 MINUTES.”** Vice Chair Christopher Phillips seconded the motion, which carried unanimously.

4. COMMUNICATIONS

None

5. OLD BUSINESS

Work Program Extension

Bekah Schrag stated the work program extension was granted with a new deadline of March 31, 2025.

Materials Management Planning Grant RFP

Schrag presented the Request for Work Program document from EGLE, including the provided work program template. She stated she will email the committee the document.

Marchetti asked if each county must apply, to which Schrag responded yes. Schrag explained that SWMPC will write the majority of the narrative and timeline, but each county will need to work on a budget. David Kuhn inquired on what the grant award includes. Schrag explained the grant award includes all aspects of planning and implementation but does not include land acquisition and equipment. Jill Adams asked how we will be reimbursed for 2024 expenses, to which Schrag responded that has not been made clear. John Egelhaaf commented on how the reporting portion might be challenging and SWMPC is working on the details.

6. HEARINGS

Recycling Programs – Berrien County

Jill Adams, Director of Berrien County Parks Department, presented on the Berrien County recycling programs. Programs include five collection events a year focusing on items that should not go to the landfill, such as hazardous waste. Adams shared details on these events in which they work with Green Earth for electronics drop off, Tri-Power Recycling to collect Styrofoam, onsite shredding at three of the events, and partner with Cycle-Re-Cycle to recycle bicycles at one of the events. She went on to share other Berrien County recycling options such as clean sweep sites to collect pesticide waste, tire recycling collection events, free recycling drop off centers, and recycling offered at Silver Beach County Park. Adams concluded with the recycle search on the Berrien County website, program staffing throughout the years, and funding.

Recycling Programs – Cass County

Roseann Marchetti presented on the Cass County recycling programs. She stated that Cass County sponsors two events a year occurring in the spring and fall at the Cass County Road Commission. This year those events will occur on April 21st and September 24th. These events focus on the collection of hazardous waste, electronics, and tires. Marchetti shared a flyer listing permitted items at these events and pointed out other items of note including eyeglasses, medical waste, and flags.

Recycling Programs – Van Buren County

Kalli Marshal presented on the Van Buren County recycling programs. Programs include two year-round electronics sites, four year-round tire drop off locations, nine

battery drop off locations at libraries, and three recycle roundup events. Marshall stated that Van Buren County produces a recycle guidebook that can be found online, and physical copies are also sent out.

Al Pscholka asked how to convince counties to be transfer stations. Chair Marshall responded that it took relationship building to create good partnerships. Jeff Doroh posed the question, what is the incentive for residents to recycle and to recycle properly. In response to this, Jill Adams and others spoke on the need to educate the public and how to get the word out.

7. NEW BUSINESS

MRC Timelines

Schrag presented the timeline of the plan, showing the goals for each month for the next 18 months. Schrag provided this timeline in the binders passed out during the meeting.

Demographics

Schrag went over some of the demographics tables by county and shared that more aspects will be soon added to this section. Pscholka said the Berrien County population is incorrect. He stated the cities are listed twice, some of the numbers are incorrect, and Watervliet is listed as a city and a village. Marchetti said she does not believe Ontwa Township grew as much as the percentage shown. Schrag said she will look into these errors.

EGLE Reports – Facilities, Services, Infrastructure

Schrag presented a map of recycling facilities in our region that can be found on EGLE's website. She stated that the data was compiled by EGLE in 2023. She told the committee she will share the link with them to this map.

Grant Funding

Chair Marshall asked for ideas on what the counties would like in the budget. She suggested feasibility studies. Pscholka suggested education on recycling and drop off location awareness.

8. PUBLIC COMMENT

None

9. MISCELLANEOUS

None

10. ADJOURNMENT

Al Pscholka moved to adjourn the meeting. Roseann Marchetti supported the motion.
Chair Marshall declared the meeting adjourned at 2:40 pm.

Submitted by:
Maria Vettraino

Date:
January 21, 2025

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: - TBD

Email:

Cass County Board of Commissioners

Contact: - TBD

Email:

Van Buren County Board of Commissioners

Contact: - TBD

Email:

DESIGNATED PLANNING AGENCY

Southwest Michigan Planning Commission (SWMPC)

MMP Grant Managers

Berrien County - TBD

Cass County - TBD

Van Buren County - TBD

Designated Planning Agency Representative:

Bekah Schrag, Associate Planner

schragb@swmpc.org

(269) 925-1137 x 1521

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
	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.

TASK 1 – PLANNING PROCESS INITIATION

The Planning Process Initiation Task contains multiple subtasks as shown in the attached table. These subtasks include all County Approval Agencies accepting responsibility for the plan, drafting an interlocal agreement for the three counties, and approving the interlocal agreement. Further tasks include 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 include 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 include the creation of an online application for the MMPC, media releases for soliciting applications, reviewing and ranking applications based on criteria and expertise, and 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, MMPC meetings, and press releases for the MMPC appointment solicitation.

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 many subtasks. These subtasks include preparing and releasing a public survey, writing the draft plan, and

identifying goals and objectives, creating an implementation strategy, approving an enforceable mechanism and responsible party for enforcement to be included, exploring and deciding on a siting process for each County, and preparing an implementation strategy that include tasks, timelines, responsible parties, and financial strategies.

The Committee will focus on setting measurable, objective goals for solid waste diversion, aligning with Part 115 and state materials management policies. These goals will address reducing organic waste through food waste reduction, composting, and anaerobic digestion; increasing recycling access for residents, businesses, and institutions; meeting benchmark recycling standards; and identifying resources to support facility development and implementation. Strategies will include education and outreach programs to engage the community and may also recommend managing disaster debris, environmental damage, and construction or demolition waste. Progress will be reviewed as part of the 5-year MMP update.

The Plan will outline enforceable mechanisms to ensure convenient recycling access across municipalities and counties, including an enforcement process to support state inspections under section 324.11526(2) and (3), funding mechanisms for MMP implementation as specified in section 324.11581(1).

All subtasks are expected to be completed by the end of Spring 2026.

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.

- A notification list will be maintained of those requesting to receive notices or other materials management planning activity information.
- 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.

STAFFING

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

Position	FTE	Responsibilities
Berrien County		
Cass County		
Van Buren County		
Consultant - Southwest Michigan Planning Commission		Collect baseline data, coordinates public meetings for MMPC, drafts MMP, all other DPA responsibilities as defined in MCL 324.11574.

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

Applicant Name:
 Project Title (Program):
 Vendor Number (VSS):

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)	Personnel Narrative
				Monetary	In-Kind		
						\$ -	
						\$ -	
						\$ -	
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						\$ -	
Personnel Subtotal	0		\$ -			\$ -	
Fringe Benefits (Name & Title)		Rate (%)	Grant (\$)	Match (\$)		Total (\$)	Fringe Benefits Narrative
				Monetary	In-Kind		
						\$ -	
						\$ -	
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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				\$ -		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.
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Contractual Services Subtotal		\$ -	\$ -		\$ -		
			Match (\$)				Supplies & Materials Narrative
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
						\$ -	
						\$ -	
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Supplies & Materials Subtotal			\$ -			\$ -	
			Match (\$)				Equipment Narrative
Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind	Total (\$)	
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						\$ -	
						\$ -	
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						\$ -	
						\$ -	
Equipment Subtotal			\$ -			\$ -	

Other Direct Costs (Description)	Grant (\$)	Match (\$)		Total (\$)	Other Direct Costs Narrative		
		Monetary	In-Kind				
				\$ -			
				\$ -			
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				\$ -			
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			\$ -	\$ -		\$ -	
	Rate (%)	Grant (\$)	Match (\$)		Total (\$)		
Indirect (10% Max)		\$ -	\$ -		\$ -		
Total Cost	Grant (\$)	Match (\$)		Total (\$)			
		Monetary	In-Kind				
	\$ -	\$ -		\$ -			