



Wexford County

EXECUTIVE COMMITTEE

Gary Taylor, Chair

NOTICE OF MEETING

The Executive Committee of the Wexford County Board of Commissioners will hold a regular **rescheduled** meeting on **Tuesday, April 1, 2025**, beginning at 4:00 p.m. in the Commissioners’ Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MARCH 11, 2025, REGUALR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Discussion on Current Litigation Matters
 - 2. Infrastructure Alternatives Monthly Report *(Tom Lutke, Infrastructure Alternatives Inc.)* 3
 - 3. Building Official/Inspector Contract 4
 - 4. Brownfield Grant
 - 5. MMPC Bylaws..... 6
 - 6. MMP Process
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
EXECUTIVE COMMITTEE MEETING
REGULAR MEETING MINUTES

March 11, 2025

Gary Taylor, Chair

The regular meeting was called to order by Chairman Taylor at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Gary Taylor, Michael Bush, Brian Potter, Julie Theobald
Members Absent: None
Also Present: Jami Bigger, Deputy Administrator & HR Director; Tom Lutke, Infrastructure Alternatives; Kristi Nottingham, Treasurer; Megan Swanberg, Executive Assistant; Roxanne Snyder, ROD

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Theobald and supported by Comm. Bush to approve the agenda. A vote was called. All in favor.

APPROVAL OF THE MINUTES

A motion was made by Comm. Theobald and supported by Comm. Potter to approve February 11, 2025, Regular Meeting Minutes. A vote was called. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Discussion on Current Litigation Matters

Ms. Bigger stated there were no updates to provide at this time.

G.2. Infrastructure Alternatives Monthly Report

Mr. Lutke, IAI, reported that he had a customer with discolored water. He recommended a flush that seems to resolve the issue. Mr. Lutke also informed the committee that their Collagen System malfunctioned, and they had to order a new one.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

None

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Theobald and supported by Comm. Bush to adjourn the meeting at 4:02 p.m. A vote was called, all in favor.

Gary Taylor, Chair

Megan Swanberg, Recording Secretary

DRAFT



**INFRASTRUCTURE
ALTERNATIVES, INC.**

Monthly Operations & Maintenance Report

March 11, 2025

Report for Month: February 2025
Location: Wexford County (Cedar Creek Township)
Facilities: Cedar Creek Water Plant & Distribution System
Operator in Charge: Tom Lutke, Water Operator

Emergency Callouts/Customer Concerns

- ❑ Call from customer at 1940 Aubrey Avenue about her delinquent water bill. The process was explained to her to clarify why she was receiving a notice. Customer then mentioned that their water is discolored when they first run their outside spigot and has been that way for some time. I recommended that she flush her service line and see if that clears it up. – OK.

Significant Events:

- ❑ 2/14 – Found Chlorine Scale to be malfunctioning. Ordered a new load cell to repair. Will use backup scale until the repairs can be made.
- ❑ 2/19 – Auto flushing hydrant on 20 ½ road froze and was not functioning properly. By the time we made it back out to thaw it, the hydrant had thawed on its own.

Preventive Maintenance:

- ❑ IAI staff continues to regularly monitor chlorine residuals throughout the water system.
- ❑ 2/19 – Checked system water temperatures. The average temp was 40 degrees.

Facilities Data for the Month

Production at Well House	246,690 gallons
Metered Usage	169,559 gallons
Metered Flushing	135,230 gallons
Difference *(% Gain)	*58,099 gallons (23.55%)



INDEPENDENT CONTRACTOR AGREEMENT

The purpose of this letter is to set forth certain understandings between Wexford County as the employer and Mackenzie Erickson to provide services for the Wexford County Building Department on an as-needed independent contractor basis.

Beginning May 1, 2025 and ending on April 30, 2027, Mr. Erickson will serve as the Wexford County Building Official per PA 407 of 2016 Skilled Trades Regulation Act and current Michigan Construction codes and all other applicable legislation and regulations.

Mr. Erickson also agrees to provide Soil Erosion and Sedimentation Control Enforcement Officer and Inspection Services on behalf of Wexford County (the "SE/SC Program Enforcement and Inspection Services"). The SE/SC Program Enforcement and Inspection Services shall include all required administrative and enforcement functions required or contemplated to be provided under MCL 324.9101, et seq, and the rules promulgated thereunder including, but not limited to, the performance of the tasks involved in the Soil Erosion and Sedimentation Control permitting process including the receipt and review of permit applications, conducting permit inspections, and/or issuance of permits.

This agreement may be terminated by either party with or without cause prior to the end of the two-year term only by giving ninety (90) calendar days written notice to the other party hereto of the intention to terminate. If terminated prior to the expiration of the term and with advance notice, Mr. Erickson shall be compensated for services performed up to the effective date of termination.

Mr. Erickson will provide enforcement and inspection services as necessary during the period mentioned above at a gross rate of \$7,500.00 per month (\$90,000 per year).

The parties agree that the relationship created by this Agreement between Mr. Erickson and the County is that of independent contracting parties. Mr. Erickson shall not be an employee of the County and shall not be entitled to any benefits provided by any of the County to its employees. The County shall make no state or federal unemployment compensation payments on behalf of Mr. Erickson. The County shall not obtain workers' compensation insurance on behalf of Mr. Erickson. Mr. Erickson will be solely responsible for any workers' compensation insurance to the extent required by law. This Agreement with the County is not exclusive, and Mr. Erickson has the right to perform services for others during the term of this Agreement provided such other service does not create a legal conflict with the services provided under this Agreement. The parties understand that County will not withhold taxes from any payments made to Mr. Erickson pursuant to this Agreement or pay or withhold social security or other payroll taxes. Nothing contained in this Agreement shall be construed to create a partnership or joint venture between Mr. Erickson and the County or to authorize any party to act as an agent of the other.

While performing enforcement and inspection duties on behalf of Wexford County, only, Mackenzie Erickson's official duties and services will be included in the County's general liability insurance coverage. Mr. Erickson is to use County vehicles for traveling from inspection to inspection and will not be compensated in any form including mileage for the use of his personal vehicle. Only if there is no County vehicle available to use for inspections, Mr. Erickson will be permitted to use his personal vehicle and be compensated for mileage in accordance with County

policy. Mr. Erickson will be issued a cell phone paid for by the County to be used in accordance with County policy.

Mr. Erickson agrees that at all times during his work as County Building Official, he will faithfully, and to the best of his ability, experience and talents, perform all the duties that may be required. Mr. Erickson shall, at all times during the course of this agreement, follow all State laws and regulations and applicable Wexford County policies, practices and procedures as they exist at the time of execution of this Agreement and as they may be amended or modified from time-to-time during the course of this Agreement.

Mr. Erickson shall maintain all professional licenses and/or certifications necessary to provide the services under this agreement; but the County will (directly pay)(reimburse) the continuing education costs required for the Building Official including the Fall Conference while contracted.

Neither this Agreement nor any interest created by this Agreement may be assigned or delegated by Mr. Erickson without the express written consent of County.

This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

Gary Taylor
Chairman, Wexford County Board of Commissioners

Mackenzie Erickson
Contracted Building Official

Date: _____

Date: _____

Joe Porterfield
Wexford County Administrator

Date: _____

Wednesday, March 26, 2025

To: Manistee, Missaukee, and Wexford County Board of Commissioners/County Approval Agencies
Fr: Mathew Cooke, Community Planner
Re: Manistee-Missaukee-Wexford Materials Management Planning Update

MMP Process

The Materials Management Planning Committee (MMPC) for the Manistee-Missaukee-Wexford Multi-County Materials Management Plan (MMP) has been established (see below for Committee members) and is holding its meetings on the 4th Wednesday of the month with meeting locations rotating between the three Counties. At its second meeting, the MMPC has approved its Bylaws and the MMP Work Program - which is necessary to receiving the MMP Grant funds.

In addition to the respective County websites, we are maintaining a resource webpage which has the meeting notices, agendas, and minutes. As they are developed, public input opportunities and MMP documents will be posted here as well. This can be accessed by using the following link: nwm.org/MMP

MMPC Bylaws

Attached for your review and consideration are the Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee Bylaws (pages 4 to 10). The MMPC Bylaws were drafted using previous bylaw information, EGLE guidance, and MMPC review and discussion.

The motion from the MMPC is below and an example motion is presented for your consideration of approval.

Motion by Nikki Koons, supported by Corey Brown, to approve the Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee Bylaws as presented, and send to Manistee, Missaukee, and Wexford County Approval Agencies for consideration of approval.

Motion by _____, seconded by _____, to approve the Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee Bylaws.

MMP Work Program

Attached for your review and consideration are the Manistee-Missaukee-Wexford Multi-County Materials Management Plan Fiscal Year 2025 Work Program (pages 11-24). This Work Program was developed utilizing the [MMP Grant Request for Work Programs](#) guidance provided by EGLE.

The motion from the MMPC is below and an example motion is presented for your consideration of approval.

MMPC: Motion by Nikki Koons, supported by Joe Gryzbowski, to approve the Manistee-Missaukee-Wexford Multi-County Materials Management Plan Work Program for Fiscal Year 2025 as presented, and send to Manistee, Missaukee, and Wexford County Approval Agencies for consideration of approval.

County Approval Agency: Motion by _____, seconded by _____, to approve the Manistee-Missaukee-Wexford Multi-County Materials Management Plan Work Program for Fiscal Year 2025.

Next Steps

Outside of the submission of the Work Program for FY 25, we will be working with the MMPC members to draft a survey for residents, local units of government, and businesses. We will also look to see what community

events are available and potential for further engagement and awareness of the process. In the coming months, we will release a summary of findings from previous planning efforts and the existing conditions of the counties involved – such as demographics, inventory of facilities, and programs available.

As always, please let me know if you have any suggestions or questions on the MMP process.

Mathew

Mathew.Cooke@networksnorthwest.org
(231) 929-5056

Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee			
Name	Organization Name	Title	MMPC Requirement
Chris Gee	GFL	General Manager	Solid Waste Disposal Facility
Mark Bevelhymmer (Alternate)	GFL	Regional Vice President	
Jason Murphy	WM	District Manager	Representative of Compost Facility
Fred Sawyers (Alternate)	WM	Area Manager	
Todd Harland	Republic Services	General Manager	Representative of a Hauler
Rita Meech	Ms. Green	Owner	Representative of a MRF
Luke Mattison (Alternate)	Ms. Green	Co-Owner	
Renee Mallison	Manistee Conservation District	Executive Director	Representative of Environmental Interest Group
Cory Brown	Northern Disposal	Chief Executive Officer	Representative of Business Generating Waste
Karla Smith-Kasten	Bay Area Recycling for Charities	Recycling Coordinator	Representative of Waste Diversion, Reuse, or Reduction Facility
Mike Szokola	Networks Northwest	Community Planner	Regional Planning Agency
Larry Paquette	Cedar Creek Township	Supervisor	Elected Official of Township
Scott Paddock (Alternate) - to be appointed	Cedar Creek Township	Trustee	
Nikki Koons	Manistee County	County Commissioner	Elected Official of County
Sherry Blaszak	Missaukee County Planning Commission	Planning Commission Chair	General Public
Joe Gryzbowski	City of Manton	Mayor	Elected Official of City/Village

**MANISTEE-MISSAUKEE-WEXFORD MULTI-COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE
COMMITTEE BYLAWS**

Section 1. Name and Office

1.1. Name

This organization shall be known as The Manistee-Missaukee-Wexford Multi-County Material Management Planning Committee (MMPC).

1.2. Office

The office and mailing address of the Materials Management Planning Committee shall be:

Manistee County
415 Third Street
Manistee, Michigan 49660

Section 2. Purpose and Function

2.1. Purpose

The purpose of this organization, in accordance with the State of Michigan's Materials Management Program pursuant to Part 115 of the Natural Resources and Environmental Protection Act of the Michigan Acts of 1994 (the "Act"), is to:

- A. Implement a new Materials Management Plan (MMP) that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste; and
- B. To provide recommendations and guidance to those who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.
- C. To provide information through the DPA to the County Commission, who is designated as the County Approval Agency (CAA) under the Act and the MMP; and

- D. To provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

2.2. Function

The function of the MMPC is to:

- A. Meet on a consistent and timely basis to provide recommendations and guidance to the DPA for the Work Plan that is to be submitted to the State of Michigan.
- B. Review and approve the DPA work program.
- C. Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.
- D. Shape the MMP program's philosophy and long- and short-term goals and objectives.
- E. Provide the final level of approval of the MMP before it is presented for CAA approval.

Section 3. Member Establishment, Alternate Members, Terms of Office, and Resignation

3.1. Establishment of Members

The Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee shall consist of up to seventeen (17) members, all of which shall be approved by the Manistee County Board of Commissioners. All members shall be selected pursuant to the criteria listed in the Act. One (1) member shall be voted to be the Chairperson and one (1) member shall be voted to be the Vice Chairperson by the other members.

3.2. Alternate Members

The Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee shall allow for alternate members of the criteria listed in the Act,

consistent with the policies of Manistee County. All alternate members will be approved by the Manistee County Board of Commissioners. If two members of the same criteria are at the meeting, the alternate member will not have voting privileges.

3.3. Terms of Office

All MMPC members shall serve for five (5) years from appointment date. If proscribed by the Act, members shall be re-appointed by the CAA who can also authorize their removal. The MMPC can however, upon a majority vote, recommend to the CAA the acceptance or removal of a MMPC member. In case of a vacancy or change in status, all members shall continue to serve until a successor is duly appointed in the same manner as the original appointment for the duration of the unexpired term.

3.4. Resignation

A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the CAA and copies to the Chairperson of the MMPC. Each committee member shall provide at least thirty (30) days' notice before any such resignation shall become effective.

Section 4. Officers

4.1. Chairperson

The Chairperson will:

- A. Preside over all MMPC meetings. The DPA representative shall communicate directly with the Chairperson prior to each meeting, providing an agenda for each meeting. Committee members shall have the ability to pose questions to the chair prior to each meeting and request that certain items be included in subsequent agenda meetings.

B. In consultation with the DPA representative the Chair shall generate the agenda for each regular meeting; call meetings to order and formally close them; note whether a quorum is present; extend every courtesy to the discussion of the motions; repeat and/or explain each motion before it is voted upon.

4.2. Vice-Chairperson

The Vice-Chairperson will:

A. Act in full capacity of the Chairperson, in their absence. If the Chairperson's position is vacated, the Vice-Chairperson shall act in the Chairperson's capacity for the remainder of the term or until a new Chairperson is elected.

Section 5. Committees

5.1. Committees in General

The DPA Representative shall identify for the Committee any necessary ad hoc committees as necessary to assure the proper conduct of business.

Section 6. Meetings

6.1. Regular Meetings

Regular meetings of this MMPC will be held on a timely and consistent basis and open to the public. Meetings will be held at a location determined by the Chairperson with assistance from the DPA. Meetings shall comply with Michigan's Open Meetings Act and will be held in person and recorded.

6.2. Notice of Meetings

Written notice shall be mailed to each member of the MMPC at least ten (10) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the MMP website for public notice.

6.3. Special Meetings

With a 48-hour written notice to MMPC membership, special meetings may be requested by the DPA Representative.

6.4. Location of Meetings

The location of meetings will be held at a rotation of the Manistee, Missaukee, and Wexford County Buildings where typical Board of Commissioner regular meetings are held. The MMPC may decide to hold meetings, workshops, or host public engagement at various public locations within the planning boundaries.

The location of all meetings will be publicized in the public notices and agendas.

6.5. Quorum

A majority of the members of the planning committee constitute a quorum for the transaction of business at a meeting of the planning committee. For the purposes of determining the quorum, the number of members of the planning committee is the number as established under the Act 324.11572 subsection (4), excluding any unfilled vacancies created in the past 90 days. The affirmative vote of a majority of the number of members present of the planning committee as established under subsection (4) is required for official action of the planning committee.

6.6. Conducting Business

Business shall be conducted in accordance with Robert's Rules of Order and any applicable laws or regulations of Manistee County or state and federal law. All meetings shall be held in full compliance with the Open Meetings Act, MCL 15.261 et seq. Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

6.7. Voting

- A. Each member of the MMPC has one (1) vote. There is no proxy voting.
- B. Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.

6.8. Conflict of Interest

Members of the MMPC shall:

- A. Members shall disclose any financial conflict of interest with Manistee, Missaukee, or Wexford Counties regarding policies of the MMP agency, including any delegate agency.
 - a. It is acknowledged that the MMPC membership requirements of The Act may create financial conflicts.
- B. Be fully compliant with the provisions of any applicable County Ethics Policy.

6.9. Minutes

The MMPC shall cause minutes to be kept of each meeting and such minutes be kept on record as required by the Open Meetings Act.

6.10. Per Diem and Mileage

Committee members seeking Per Diem and Mileage reimbursement will follow Manistee County policies.

Section 7. Amendments

These MMPC bylaws may be amended by the CAA, DPA, or any MMPC Member, who will provide such amendment to the MMPC at least fourteen (14) calendar days prior to the next scheduled MMPC meeting. Each proposed amendment will be sent to each MMPC member at least ten (10) calendar days before the meeting. The MMPC may debate the amendment and provide feedback before such amendment is implemented by the DPA.

Section 8. Conflict Provision

If the provisions of these Bylaws are in conflict with any local, state, or federal law, then local, state or federal law will supersede said provision(s).

Signature of Adoption

Adopted by the Manistee-Missaukee-Wexford Multi-County

Materials Management Planning Committee:

Manistee-Missaukee-Wexford Multi-County MMPC Chairperson

Date: _____

Approved by the Manistee County Approval Agency:

Manistee County Chairperson

Date: _____

Approved by the Manistee County Approval Agency:

Missaukee County Chairperson

Date: _____

Approved by the Manistee County Approval Agency:

Wexford County Chairperson

Date: _____



Manistee-Missaukee-Wexford Multi-County Materials Management Plan Work Program

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

Acknowledgements

<p>County Approval Agency Manistee County Board of Commissioners Jeff Dontz, Board Chair jeffdontz@gmail.com</p>	<p>MMP Grant Manager (Manistee) Lisa Sagala, County Administrator (231) 398-3504 lsagala@manisteecountymi.gov</p>
<p>County Approval Agency Missaukee County Board of Commissioners Dean Smallegan, Board Chair act@theinastore.com</p>	<p>MMP Grant Manager (Missaukee) Jessica Nielsen, County Administrator (231) 839-4200 x 503 admin@missaukee.org</p>
<p>County Approval Agency Wexford County Board of Commissioners Gary Taylor, Board Chair gtaylor@wexfordcounty.org</p>	<p>MMP Grant Manager (Wexford) Joe Porterfield, County Administrator (231) 779-9453 jporterfield@wexfordcounty.org</p>
<p>Designated Planning Agency Networks Northwest Mathew Cooke, Community Planner (231) 929-5056 mathew.cooke@networksnorthwest.org</p>	

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

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

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

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

Background

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

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

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

Proposed Milestone Schedule

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

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

Tasks

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

Task	Notes	Responsible Party	Status
1. Planning Initiation			
Plan Updates Initiated by EGLE	<i>Official planning process began on January 8th, 2024 via letter.</i>	County	Completed
Establish County Approval Agency	<i>At their June 18 2024 meeting, the Manistee County Board of Commissioners accepted the responsibility of the CAA.</i>	County	Completed
	<i>At their June 11 2024 meeting, the Missaukee County Board of Commissioners accepted the responsibility of the CAA.</i>		
	<i>At their June 20 2024 meeting, the Wexford County Board of Commissioners accepted the responsibility of the CAA.</i>		
Appoint Designated Planning Agency	<i>At their September 17, 2024 meeting, the Manistee County Board of Commissioners appointed Networks Northwest at the DPA.</i>	County	Completed
	<i>At their September 10, 2024 meeting, the Missaukee County Board of Commissioners appointed Networks Northwest at the DPA.</i>		
	<i>At their September 18, 2024 meeting, the Wexford County Board of Commissioners appointed Networks Northwest at the DPA.</i>		
Submit Notice of Intent	<i>Manistee County submitted their Notice of Intent on July 5, 2024.</i>	County	Completed
	<i>Missaukee County submitted their Notice of Intent on July 5, 2024.</i>		
	<i>Wexford County submitted their Notice of Intent on July 5, 2024.</i>		

Interlocal Agreement	<p><i>At their June 18, 2024, Manistee County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Missaukee County and Wexford County.</i></p> <p><i>At their June 11 2024, Missaukee County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Manistee County and Wexford County.</i></p> <p><i>At their June 20 2024, Wexford County Board of Commissioners approved an Interlocal Agreement to establish a multi-county Materials Management Plan with Manistee County and Missaukee County.</i></p>	County	Completed
2. Materials Management Planning Committee			
MMPC Recruitment	<i>Recruitment of MMPC members was done through multiple communications to Local Units of Government and identified organizations that met Part 115 criteria and press releases to notice of the opportunity to apply to sit on the MMPC.</i>	County/DPA	Ongoing
MMPC Administrative Support	<i>Including but not limited to agenda setting, document preparation, scheduling, public noticing, recording of minutes, communications, and committee support.</i>	DPA	Ongoing
MMPC Bylaws	<i>The Manistee-Missaukee-Wexford Multi-County MMPC approved the MMPC bylaws at its XXXX XX, 2025 meeting.</i>	County/DPA	In Progress
MMP Work Plan	<i>An extension was filed for the submittal of the Work program to April 1, 2025.</i>	DPA	In Progress
Submit Work Program for EGLE Approval	<i>The Manistee-Missaukee-Wexford Multi-County Work Program was submitted to EGLE on XXXX XX, 2025.</i>	DPA	Future
3. Project Administration			
MMP Webpage	<i>In addition to the County Materials Management webpages, Networks Northwest is maintaining a Manistee-Missaukee-Wexford Multi-County Materials Management Plan webpage.</i>	County/DPA	Ongoing
County Staff Contact	<i>See acknowledgements.</i>	County	Completed
Plan Development Management		DPA	Ongoing
Public Engagement Management	<i>Determined in conjunction with the MMPC members through survey, community events, and MMPC meetings.</i>	DPA	Ongoing
4. Materials Management Planning Grant			

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

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

Public Participation

The Manistee-Missaukee-Wexford Multi-County Materials Management Planning Committee is scheduled to meet on the Fourth Wednesday of each month at 10:00am, unless otherwise notified with meeting locations rotating between the Manistee, Missaukee, and Wexford County Government Centers. Meeting agendas contain two opportunities for public comment. Additional public input opportunities will be presented in community events, requested local units of government meetings, and planning area surveys.

In addition to information on the respective County webpages, Networks Northwest maintains a Manistee-Missaukee-Wexford Multi-County MMP Resource Webpage (nwm.org/MMP) with meeting information and planning process documents as they are developed.

Projected meeting dates for Fiscal Year 2025 are:

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

Costs

5 Year Projected Revenues

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

FY 25 Projected Revenues

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Manistee County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000
Multi-County Planning Bonus	\$10,000
Per Capita Bonus (for first three years) .50¢ per capita	\$ 12,516
<i>2020 Manistee County Census Population – 25,032</i>	
FY 25 Total	\$ 82,516

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Missaukee County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000
Multi-County Planning Bonus	\$10,000
Per Capita Bonus (for first three years) .50¢ per capita	\$ 7,526
<i>2020 Missaukee County Census Population – 15,052</i>	
FY 25 Total	\$ 77,526

<i>FY 25 Projected Materials Management Planning Grant Revenues Received by <u>Wexford County</u> for MMP Planning and Implementation</i>	
Base Amount - per year	\$ 60,000
Multi-County Planning Bonus	\$10,000
Per Capita Bonus (for first three years) .50¢ per capita	\$ 16,836.50
<i>2020 Wexford County Census Population - 33,673</i>	
FY 25 Total	\$ 86,836.50

FY 25 Expenditures

<i>FY 25 Materials Management Planning Grant Expenditure Budget for MMP Planning and Implementation</i>	
Task	Amount
Contractual Services (Materials Management Plan development to meet Part 115, MMPC facilitation and administration, meeting noticing, approval process)	\$ 180,000.00
Manistee County Expenses (Staff Time, Meeting Expenses, Future Implementation, Contingency)	\$ 22,516
Missaukee County Expenses (Staff Time, Meeting Expenses, Future Implementation, Contingency)	\$ 17,526
Wexford County Expenses (Staff Time, Meeting Expenses, Future Implementation, Contingency)	\$ 26,836.50
Total Expenses	\$ 245,378.50

Staffing

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