

Branch-St. Joseph Counties Materials Management Work Program

County Approval Agencies (CAAs)	
CAA Name: Branch County Board of Commissioners CAA Contact: Michael “Bud” Norman, County Administrator BNorman@countyofbranch.com	CAA Name: St. Joe County Board of Commissioners CAA Contact: Jessica Miller, Assistant to the County Administrator millerj@stjosephcountymi.gov
Designated Planning Agency (DPA)	
DPA Name: Southcentral Michigan Planning Council DPA Contact: Lee Adams, Southcentral Michigan Planning Council Consultant	
MMP Grant Manager	
<insert>	

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

Southcentral Materials Management Planning Committee (SCMMPC) Members

Listed Alphabetically

County Elected Official	Regional Planning Agency
Name: Terry Conklin Title: County Commissioner for St. Joseph County and SCMMPC Chair	Name: Randall Hazelbaker Title: Vice Chair, Southcentral Michigan Planning Council and SMMPC Secretary
Environmental Interest Group	Solid Waste Disposal Facility I
Name: Carol Higgins Title: Board Member, St. Joseph County Conservation District and SCMMPC Vice Chair	Name: Michael O’Rourke Title: Manager, Westside Landfill (WM)
Solid Waste Disposal Facility II	Compost Facility

Name: Eric Shafer Title: Former Manager, Westside Landfill (WM)	Name: Tom Sikorski Title: Director of Public Services, City of Sturgis
Township Elected Official	City or Village Elected Official
Name: Steve Wolf Title: Sherman Township Supervisor	Name: Randall Hazelbaker Title: Mayor Pro Tem, City of Coldwater

Section 1: Timetable and Tasks in Year 1

Task 1: MMP Work Program

Task 1.1: Drafting MMP Work Program

- DPA develops a draft Year 1 MMP Work Program and adjusts the Work Program based on feedback from all approving groups
- DPA distributes the draft Year 1 Work Program to the SCMMPC on February 19, 2025, for their review and comment

Task 1.2: MMP Work Program Approvals

- The Year 1 MMP Work Program is approved by the SCMMPC at their **March 19, 2025**, meeting
- The Year 1 MMP Work Program is approved by the Branch CAA at their **April 15, 2025**, meeting
- The Year 1 MMP Work Program is approved by the St. Joseph CAA at their **April 8, 2025**, meeting
- DPA assists CAAs with submitting the Year 1 MMP Work Program to EGLE

Task 2: Materials Management Planning Grant Application

- The DPA will assist the CAAs with preparing all required information and documentation mandated by EGLE by the Materials Management Planning Grant Request for Work Programs
- The DPA will assist the CAAs with submitting the final Grant Application to EGLE

Task 3: Public Participation and Outreach

Task 3.1: Regular Meetings and Information

- The SCMMPC will hold quarterly public meetings, with time reserved for public comment, at a time convenient to attend for the general public
- The DPA will maintain one central repository where all plan documents may be viewed by the public - <https://smpcregion3.org/materialsmanagement/>
- The DPA will alert the chief elected official of each municipality and interested individuals in advance of public meetings pursuant to section 324.11574(d)
- See Section 2 for further details

Task 3.2: Active Outreach

- The DPA will determine the best methods of communication with stakeholder groups listed below such as surveys, questionnaires, or meetings
 - Elected Officials
 - Business Community
 - Materials Management Professionals
 - General Public
- The DPA will conduct a consultation of that group as determined and results will be synthesized to create final products from Task 4 and Task 5

Task 4: Planning Area Profile

Task 4.1: Data Collection

- The DPA will complete an initial assessment of the Managed Materials ecosystem in the planning area, including, but not limited to:
 - Current and projected populations
 - Current types, sources, and quantities of managed materials generated in the planning area
 - Inventory of existing materials management facilities and capacities of those facilities

Task 4.2: Evaluation and Summary

- Evaluating results from communications with stakeholders and initial assessments, the DPA will
 - Calculate the current municipal solid waste recycling rate for the planning area
 - Note existing areas of strength and areas for improvement

Task 5: Plan Goals

Task 5.1: Materials Management Goals

- Under the direction of the SCMMPC, the DPA will develop measurable, specific, and objective goals to include in the Materials Management Plan for solid waste diversion from disposal areas under section 324.1158(1). These goals will include, but are not limited to:
 - Municipal solid waste recycling rate
 - Benchmark recycling standards
 - Material utilization and reduction activities
 - Recycling access expansion activities

Task 5.2: Implementation Goals

- Under the direction of the SCMMPC, the DPA will identify implementation strategies for the planning area to progress towards or meet the Materials Management Goals under section 324.11578(1). The strategies shall include but are not limited to:

- Organic material reduction progress
- Recyclable material reduction progress
- Recycling access progress
- Resource needs or facility enhancement/development
- Education and outreach

Task	Completion Date/Deadline	2024			2025												
		October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	
1.1 Draft Work Program																	
1.2 Approvals	(January 2, 2025)																
2 MMP Grant Application	(January 2, 2025)																
3.1 Regular Meetings																	
3.2 Active Outreach																	
4.1 Data Collection																	
4.2 Evaluation and Summary																	
5.1 Materials Management Goals																	
5.2 Implementation Goals																	

Section 2: Public Participation in Year 1

The SCMMPC will hold regular public meetings quarterly. Public comment periods are included in each meeting. A schedule of the meetings can be found at <https://smpcregion3.org/wp-content/uploads/2025/01/2025-SCMMPC-Public-Notice-1-15-25.pdf> and is also listed below. The SCMMPC will also hold monthly non-business meetings via a virtual platform. These meetings are open to the public as well.

Q1	Q2	Q3	Q4
Date: March 18, 2025 Time: 9:00 am Location: Branch County Administrative Offices 31 Division Street Coldwater, MI 49036	Date: June 17, 2025 Time: 9:00 am Location: St. Joseph County Administrative Offices History Room (3 rd Floor) 125 West Main Street	Date: September 16, 2025 Time: 9:00 am Location: Branch County Administrative Offices 31 Division Street	Date: December 17, 2025 Time: 9:00 am Location: St. Joseph County Administrative Offices History Room (3 rd Floor) 125 West Main Street

	Centreville, MI 49032	Coldwater, MI 49036	Centreville, MI 49032
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Minutes from these meetings will be made available to the public at <https://smpcregion3.org/materialsmanagement/>, which will also serve as a central repository for all documents related to Materials Management Planning in the planning region.

Section 3: Costs in Year 1

Table 3.1: Planning Area Population

County	2020 Census Population
Branch	44,862
St. Joseph	60,939

Table 3.2: Year 1 Budget

County	Base Sum	Multicounty Plan Bonus	Population Funding
Branch	\$60,000	\$10,000	\$22,431
St. Joseph	\$60,000	\$10,000	\$30,470
Annual Total			\$192,901

Year 1 Expenditures		
Task	Funding Source	Projected Amount
Task 1: MMP Work Program	EGLE MMP Grant	\$7,500
Task 2: MMP Grant Application	EGLE MMP Grant	\$10,000
Task 3: Public Participation	EGLE MMP Grant	\$15,000
Task 4: Planning Area Profile	EGLE MMP Grant	\$40,000
Task 5: Plan Goals	EGLE MMP Grant	\$30,000
Outside Services or Implementation	EGLE MMP Grant	\$90,401
TOTAL Expenditures		\$192,901

Section 4: Staffing

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

Position	FTE	Responsibilities
SMPC Executive Director	.25	Administrative functions of the DPA, data collection and analysis, strategic planning
W.E. Upjohn Institute Director of Community Development	.5	Project leadership, strategic planning facilitation, plan authorship, data analysis, data collection, administrative functions
W.E. Upjohn Institute Community Development Research Analyst	.5	Grant administration, plan authorship, data analysis, data collection, other administrative functions