

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

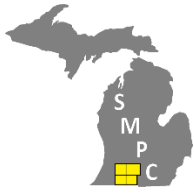
Southcentral Michigan Materials Management Committee

Meeting Agenda

MEETING DATE: Tuesday, March 18, 2025
MEETING TIME: 9:00 am
MEETING LOCATION: Branch County Administration Annex Building
23 E Pearl Street
Coldwater, Michigan 49036

1. Call to Order
2. Approval of the Agenda [Action]
3. Approval of the Minutes [Action]
4. Public Comments
5. Update on the Work and Grant Funding
6. Adoption of Bylaws [Action]
7. Adoption of the 2025 Workplan [Action]
8. Representative Comments
9. Adjournment [Action]

Next Meeting: June 17, 2025



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Southcentral Michigan Materials Management Committee

Meeting Minutes

MEETING DATE: Tuesday, December 17, 2024

MEETING TIME: 1:00 pm

MEETING LOCATION: Sturgis City Hall
130 North Nottawa Street
Sturgis, Michigan 49091

1. Call to Order

- a. The meeting was called to order at 1:10pm.
- b. Committee members in attendance:
 - i. Conklin
 - ii. Hazelbaker
 - iii. Higgins
 - iv. O'Rourke
 - v. Shafer
 - vi. Sikorski
- c. Other in attendance
 - i. Adams (staff)
 - ii. Bud Norman
 - iii. Frank Walsh

2. Introductions and Overview of the Work

- a. Adams gave a brief overview of the work of the committee, the plan it will need to create, and some of the state requirements for the committee and plan. The Committee briefly discussed the mission of the group and how it hopes to achieve that mission.

3. Approval of the Agenda

- a. Shaffer made a motion to approve the agenda as presented.
 - i. O'Rourke Seconded the motion.
 - ii. The motion carried.

[Action]

4. Public Comments

- a. None made.

5. Election of Officers

- a. Adams led a brief discussion about the roles of the officers of the committee. Conklin volunteer to serve as the Chair, Higgins volunteered to serve as Vice Chair, and Hazelbaker volunteers to serve as Secretary. No others volunteered for any of the positions. The Committee felt comfortable with that slate of officers.
 - i. Shaffer made a motion to appoint the slate of officers listed above.
 - 1) O'Rourke Seconded the motion.

[Action]

2) The motion carried.

6. Adoption of Bylaws **[Action]**
 - a. This action was deferred. Nonetheless, the Committee discussed the sample bylaws provided by EGLE. The Committee made several alterations to the sample bylaws. Staff will incorporate those changes and present them to the Committee at the next meeting.
7. Adoption of the Workplan **[Action]**
 - a. Staff anticipated receiving a sample workplan from EGLE prior to the meeting but did not. Staff intends to bring a work plan to the next meeting.
8. 2025 Meeting Scheduling Discussion **[Action]**
 - a. After a brief discussion, the Committee decided to meet on the third Tuesday of each month going forward. The Committee will meet in person once each quarter and virtually the other two months in each quarter. Staff will distribute a public notice with the meeting dates and times for 2025.
9. Representative Comments
 - a. None made.
10. Adjournment **[Action]**
 - a. The meeting was adjourned at 2:05pm.

Next Meeting: January 21 (Virtual)

SOUTHCENTRAL MICHIGAN MATERIALS MANAGEMENT PLANNING COMMITTEE

BY-LAWS

ARTICLE I NAME

This organization shall be known as The Southcentral Michigan Materials Management Planning Committee (SMMMPC).

ARTICLE II OFFICE

The office and mailing address of the Materials Management Planning Committee shall be: *300 S. Westnedge Ave, Kalamazoo, MI 49007*

ARTICLE III PURPOSE AND FUNCTION

Section 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 the Southcentral Michigan Planning Council who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.
- C. To provide information through the DPA to Branch and St. Joseph Counties Commission, who is designated as the County Approval Agency 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.

Section 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. Establishment: Members

The Southcentral Michigan Materials Management Planning Committee shall consist of at least eight (8) members, all of which shall be approved by the Branch or St. Joseph County Commission. All members shall be selected pursuant to the criteria listed in the Act. One (1) member shall be elected by Committee Members to be the Chairperson.

Section 4. Term of Office

All MMP Committee members shall serve for five (5) years. If proscribed by the Act, members shall be re-appointed by the Branch or St. Joseph County Administrator who also is the only person who can authorize their removal. The MMPC can, however, upon a majority vote, recommend to the County Administrator 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.

Section 5. Resignation

A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the Branch or St. Joseph County Administrator and copies to the chairperson of the SMMMPC. Each committee member shall provide the Administrator at least thirty (30) days' notice before any such resignation shall become effective.

ARTICLE IV
CHAIRPERSON

Section 1. Chairperson

The Chairperson will:

- A. Preside at all SMMMPC 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.

ARTICLE V
COMMITTEES

Section 1. Committees in General

The DPA Representative shall identify for the Committee any necessary ad hoc subcommittees as necessary to assure business is properly conducted.

ARTICLE VI
MEETINGS

Section 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 Chair with assistance from the DPA. Meetings shall comply with Michigan's Open Meetings Act and will be held in person and via zoom.

Section 2. Notice of Meetings

Written notice shall be mailed to each member of the SMMMPC at least seven (7) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the SCMMP website for public notice.

Section 3. Special Meetings

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

Section 4. Quorum

A quorum will consist of a simple majority of current members. The SMMMPC is not a separate legal entity under Michigan law and does not have the legal ability to execute agreements. Therefore, the DPA shall have discretion to conduct a meeting if a majority of the members are not present. The DPA shall have the responsibility to provide all members with a summary of any held official meeting.

Section 5. Conducting Business

Business shall be conducted in accordance with Robert’s Rules of Order and any applicable laws or regulations of Branch or St. Joseph Counties 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.

Section 6. Voting

- A. Each member of the MMPC has one (1) vote. Proxy voting is not allowed.
- B. Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.
- C. Each member understands that the SMMMPC is not a separate legal entity, and any voting shall be treated as a recommendation to the DPA regarding issues brought before the Committee. If circumstances prevent a member from being physically present, a member may participate in the discussion and vote by teleconference or videoconference if they are present for all discussions related to a motion on which they are voting.

Section 7. Conflict of Interest

- A. Members of the SMMMPC shall –
 - (1) Not have a financial conflict of interest with either County, including any delegate agency.
 - (2) Notify the DPA of any potential conflict of interest.
 - (3) Be fully compliant with the provisions of either Branch or St. Joseph County’s Ethics Ordinance, Ord. No. 2014-734.

ARTICLE VII **MEETINGS**

The DPA may amend these SMMMPC by-laws, provided that the DPA supply the amendments to the SMMMPC at least ten (10) calendar days prior to the next scheduled SMMMPC meeting. The SMMMPC may debate the amendment and provide feedback before the DPA implements it.

Adopted: _____

Signatures

_____, **Chairperson** _____
MMPC **Date**

_____, **DPA** _____
Designated Representative **Date**

_____, **Secretary** _____
MMPC **Date**

Branch-St. Joseph Counties Materials Management Work Program

County Approval Agencies (CAAs)	
<p>CAA Name: Branch County Board of Commissioners</p> <p>CAA Contact: Frank Walsh, County Administrator fwalsh@branchcounty.gov</p>	<p>CAA Name: St. Joe County Board of Commissioners</p> <p>CAA Contact: Erin Goff, Assistant to the County Administrator Goffe@stjosephcountymi.gov</p>
Designated Planning Agency (DPA)	
<p>DPA Name: Southcentral Michigan Planning Council (SMPC)</p> <p>DPA Contact: Lee Adams, Southcentral Michigan Planning Council Consultant</p>	
Branch MMP Grant Manager	St. Joe MMP Grant Manager
<p>Name: Steve Rutz, County Treasurer</p> <p>Contact: srutz@branchcounty.gov</p>	<p>Name: Angie Steinman, Finance Director</p> <p>Contact: steinmana@stjosephcountymi.gov</p>

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

Southcentral Materials Management Planning Committee (SMMMPC) Members

Listed Alphabetically

County Elected Official	Regional Planning Agency
Name: Terry Conklin Title: County Commissioner for St. Joseph County and SMMMPC Chair	Name: Randall Hazelbaker Title: Vice Chair, Southcentral Michigan Planning Council and SMPC Secretary
Environmental Interest Group	Solid Waste Disposal Facility I
Name: Carol Higgins Title: Board Member, St. Joseph County Conservation District and SMMMPC 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 SMMMPC 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 SMMMPC at their **March 18, 2025**, meeting
- The Year 1 MMP Work Program is approved by the Branch CAA at their **April 11, 2025**, meeting
- The Year 1 MMP Work Program is approved by the St. Joseph CAA at their **April 15, 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 SMMMPC 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 SMMMPC, 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 SMMMPC, 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

Section 2: Public Participation in Year 1

The SMMMPC 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 SMMMPC 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 Centreville, MI 49032	Date: September 16, 2025 Time: 9:00 am Location: Branch County Administrative Offices 31 Division Street Coldwater, MI 49036	Date: December 16, 2025 Time: 9:00 am Location: St. Joseph County Administrative Offices History Room (3 rd Floor) 125 West Main Street Centreville, MI 49032

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.

Moreover, as described in Section 1, Task 3.2, the DPA will determine the most effective way of communicating with stakeholder groups, including the general public. The general public may be surveyed, given questionnaires, or invited to further meetings.

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	\$60,000.00	\$10,000.00	\$ 22,431.00
St. Joseph	\$60,000.00	\$10,000.00	\$ 30,469.50
Annual Total			\$192,900.50

Year 1 Expenditures		
Task	Funding Source	Projected Amount
Task 1: MMP Work Program	EGLE MMP Grant	\$ 7,500.00
Task 2: MMP Grant Application	EGLE MMP Grant	\$12,400.50
Task 3: Public Participation	EGLE MMP Grant	\$18,000.00
Task 4: Planning Area Profile	EGLE MMP Grant	\$40,000.00
Task 5: Plan Goals	EGLE MMP Grant	\$35,000.00
Outside Services or Implementation	EGLE MMP Grant	\$80,000.00
TOTAL Expenditures		\$192,900.50

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
Branch County MMP Administration	0.1	<ul style="list-style-type: none">• Communication with DPA• Planning implementation• Administrative tasks
Branch County MMP Grant Manager	0.1	<ul style="list-style-type: none">• Communication with DPA and EGLE• Documentation of invoicing and payments• Regular submission of MMP Grant Funding expenditures
St. Joe County MMP Administration	0.09	<ul style="list-style-type: none">• Communication with DPA• Planning implementation• Administrative tasks
St. Joe County MMP Grant Manager	0.07	<ul style="list-style-type: none">• Communication with DPA and EGLE• Documentation of invoicing and payments• Regular submission of MMP Grant Funding expenditures