

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS—APPROVE MATERIALS MANAGEMENT WORK PROGRAM

WHEREAS, Allegan County, per requirements of the newly enacted Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), underwent changes related to laws enacted on March 29, 2023, which required the development of a Materials Management Plan (MMP) that focuses on sustainable materials management approaches, such as recycling and composting; and

WHEREAS, on August 22, 2024, the Allegan County Board of Commissioners (Board) established the Material Management Planning Committee (MMPC) for Allegan County; and

WHEREAS, on February 25, 2025, the MMPC reviewed, finalized, and approved the Designated Planning Agency's (DPA's) State-required work program for Board approval.

THEREFORE, BE IT RESOLVED that the Board approves the work program, as presented, and authorizes the submission of the plan to EGLE by April 30, 2025; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.



**Allegan County
Materials Management Plan
Work Program
Submitted: Month XX, 2025**



ALLEGAN COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

BUSINESS GENERATING MANAGED MATERIAL

Garth Llewellyn, VP, EHS and Continuous Improvement
Aunt Millie's Bakeries

WASTE DIVERSION, REUSE, OR REDUCTION

William Walker, Owner
Broken Arrow Recycling

COUNTY ELECTED OFFICIAL

Gale Dugan, Commissioner
Allegan County Board of Commissioners

TOWNSHIP ELECTED OFFICIAL

VACANT

CITY OR VILLAGE ELECTED OFFICIAL

VACANT

COMPOST FACILITY/ANAEROBIC DIGESTER

VACANT

ENVIRONMENTAL INTEREST GROUP

Randy Rapp, Environmental Health Manager
Allegan County Health Department

HAULER MANAGED MATERIAL

Jack Brown, Municipal Sales Manager
Republic Services

SOLID WASTE DISPOSAL FACILITY

Matt Rosser, District Manager
Autumn Hills Landfill

BUSINESS REPRESENTATIVE FROM SURROUNDING COUNTY

Russell Lewis,
Grand Rapids Wastewater Plant

MATERIALS RECOVERY FACILITY OPERATOR

Daniel Fritsch, Sales Supervisor
GFL Environmental

COUNTY APPROVAL AGENCY – SINGLE COUNTY

ALLEGAN COUNTY BOARD OF COMMISSIONERS

Official Representative: Rob Sarro, County Administrator
Representative Email: administration@allegancounty.org

DESIGNATED PLANNING AGENCY

ALLEGAN COUNTY RESOURCE RECOVERY

Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator
Email: resourcerecovery@allegancounty.org
Phone: (269) 686-4559

CONTACT INFORMATION FOR MMP GRANT MANAGER

Contact Name: Heather Bausick, Solid Waste and Recycling Coordinator

Email: hbausick@allegancounty.org

Phone: (269) 686-4559

Contact Name: Becky Volker, Finance Specialist

Email: bvolker@allegancounty.org

Phone: (269) 686-5269

Work Program Approval – County Level

- Work program was approved by Allegan County materials Management Planning Committee on February 25, 2025.
- Work program was approved by Allegan County Board of Commissioners on **Month XX, 2025**.

Proposed Milestone Schedule

Task	Completion Date/Deadline	2024				2025				2026			
		Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC	Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC	Q1 - JAN-MAR	Q2 - APR-JUN	Q3 - JUL-SEP	Q4 - OCT-DEC
Task 1 - Planning	7/2/2024	X	X										
Task 2 - Materials Management Planning Committee	8/22/2024		X	X									
Task 3 - Materials Management Plan Grant requirements	4/30/2025				X	X	X						
Task 4 - Materials Management Plan Request for Proposal	TBD					X	X	X					
Task 5 - Plan Management	TBD							X	X	X			
Task 6 - Data Collection	TBD								X	X	X		

TASK 1: PLANNING

- 1.1 Plan Initiation – responsible party EGLE
 - a. Email received on December 20,2023 from Phillip Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.
- 1.2 Role Designation – responsible party CAA
 - a. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution and accepted responsibilities as County Approval Agency(CAA)
 - b. At a regular Board of Commissioners meeting on March 18, 2024, BOC passed a formal resolution appointing the Solid Waste and Recycling Coordinator as the Designated Planning Agency (DPA).
 - c. At a regular BOC meeting on March 18, 2024, BOC passed a formal resolution adopting the recommendation to write a single-county plan.
- 1.3 Adjacent County Correspondence – responsible party DPA
 - a. DPA representative drafted communication and response letters for surrounding counties indicating Allegan County intends to prepare a single-county MMP.
- 1.4 Notice of Intent (NOI) – responsible party DPA and CAA

- a. DPA drafted answers to NOI and prepared correspondence with adjacent counties to be submitted with NOI.
- b. On July 2, 2024, Rob Sarro, County Administrator submitted the MMP Notice of Intent.
- c. NOI was accepted by EGLE on July 9, 2024.
- d. NOI was distributed to townships and cities within Allegan County and the legal notice was published in the Allegan County Newspaper on July 11, 2024.

TASK 2: MATERIALS MANAGEMENT PLANNING COMMITTEE (MMPC)

2.1 Identify and Appoint MMPC members – responsible party DPA and CAA.

- a. Current members of the former Solid Waste Planning Committee (SWPC) expressed interest in holding positions within the newly created MMPC.
- b. BOC dissolved the SWPC on August 22, 2024
- c. BOC appointed former members to the MMPC that their role closely aligned to available MMPC positions.

2.2 MMPC bylaws and meetings – responsible party DPA, MMPC

- a. MMPC initial meeting held on August 27, 2024.
- b. Future meeting dates for 2025 were discussed and approved on August 27, 2024. Any member of the public is able to attend as this group falls under the Open Meetings Act.
- c. Bylaws reviewed and recommended for BOC consideration at a MMPC meeting on February 25, 2025.

TASK 3: MATERIALS MANAGEMENT PLAN GRANT AND WORK PROGRAM DEVELOPMENT

3.1 Work Program Development – responsible party DPA, MMPC

- a. DPA requests Work Program deadline be extended to April 30, 2025 due to lack of EGLE template for a Work Program submission and/or specifics around grant funding. Extension requested on December 5, 2024 and approved on December 9, 2025 by Christina Miller, EGLE Planning Specialist.
- b. DPA representative prepared draft MMP Work Program (2025; QTR 1)
- c. DPA representative distributed copy of draft MMP Work Program to MMPC on February 5, 2025 and MMPC approved at their regular meeting on February 25, 2025.

3.2 CAA Approves Work Program – responsible party CAA

- a. Work Program and MMPC approval presented to the BOC at the March 13, 2025 for review. ENTER HERE IF BOC APPROVES OR IF NEED TO MOVE TO NEXT MEETING

3.3 CAA submits Work Program to EGLE – responsible party DPA, CAA

- a. CAA submits Work Program to EGLE on Month XX, 2025

TASK 4: MATERIALS MANAGEMENT PLAN REQUEST FOR PROPOSAL – responsible party DPA, Project Management

- 4.1 DPA to prepare Scope of Work for hiring consultant to write MMP (2025; QTR 2)
- 4.2 DPA to present Scope of Work to MMPC committee for approval (2025; QTR 2)

- 4.3 Identify Request for Proposal (RFP) selection committee members (2025; QTR 2)
- 4.4 Issue request on county bid site and send out to interested parties (2025; QTR 3)
- 4.5 Once proposals are due, have selection committee score proposals (2025; QTR 3)
- 4.6 Notice of award to consulting firm after final selection takes place (2025; QTR 4)

TASK 5: PLAN MANAGEMENT – responsible party DPA; Consultant,

- 5.1 Delegate future responsibilities of DPA to consultant firm (2025; QTR 4)
- 5.2 Develop meeting schedule for stakeholders to discuss progress (2026; QTR 1)
- 5.3 Prepare a plan for project management and completion deadlines (2026; QTR 2)
- 5.4 Prepare a plan for public engagement meetings (2026; QTR 2)
- 5.5 Prepare a plan for data collection, education, and outreach (2026; QTR 3)

TASK 6: DATA COLLECTION – responsible party DPA; Consultant

- 6.1 Study data collected through West Michigan Sustainable Business Forum with the Materials Management County Engagement Grant (2026; QTR 1)
- 6.2 Current Conditions Analysis (2026; QTR 2)
- 6.3 Stakeholder Engagement (2026; QTR 2-4)
 - 6.3a Types of waste generated
 - 6.3b Goals
 - 6.3c Community involvement – BOC, township officials, Elected officials, waste haulers, residents, businesses, facility operators, etc

Public Participation

Public participation will be highly encouraged during the Materials Management Planning process for Allegan County. Inviting residents, businesses, elected officials, and municipalities to participate will encourage a strong plan, drafted in consideration of input received by all constituents involved. The following means of participation have been or will be implemented to ensure community input.

- Quarterly MMPC meetings: The Materials Management Planning Committee(MMPC) meets quarterly and is open to the public under the Open Meetings Act. The MMPC calendar, agenda, and minutes can be found at www.allegancounty.org . The calendar is also listed below:

Date	Time	Location
Tuesday February 25, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday June 3, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday August 26, 2025	6:00-8:00pm	HSB – Zimmerman Room
Tuesday November 25, 2025	6:00-8:00pm	HSB – Zimmerman Room

HSB – Zimmerman room located at 3255 122nd Ave Allegan. Zoom link will be provided a week before the scheduled meeting.

- Public Hearings: Formal hearings will be held at different stages of the MMP drafting process to gather resident feedback. These meetings will be posted according to law.
- Community Work Groups: Informal sessions will be held to gather community input and identify areas that need attention while compiling data for the draft plan.

Costs

Cost calculations have been projected and input into the Approved Budget Form provided by EGLE. See attachment 1

Staffing

Staffing needs for Allegan County during Year 1 of the MMP process is detailed below.

Position	FTE	Responsibilities
Resource Recovery Coordinator	1.0	Write work program, hold meetings, RFP for consult
Consultant – TBD	TBD	Write draft plan, hold meetings, data collection

Michigan Department of Environment, Great Lakes, and Energy

Sustainability Section

Budget Template

Applicant Name: Allegan County

Project Title (Program): Resource Recovery

Vendor Number (VSS):

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)	Personnel Narrative
				Monetary	In-Kind		
Heather Bausick, Resource Recovery Coordinator	1040	\$ 31.47	\$ 32,728.80			\$ 32,728.80	Develop Work Program, budget planning, RFP development/input/release, MMPC contact for meetings, work with consultant, create an outreach program
Randy Rapp, Environmental Health Manager	200	\$ 50.00	\$ 10,000.00			\$ 10,000.00	
Jacqueline Billette, Health Officer	100	\$ 54.74	\$ 5,474.00			\$ 5,474.00	
Becky Volker, Finance	100	\$ 27.98	\$ 2,798.00			\$ 2,798.00	
Kristin Vanatter, Project Management	50	\$ 30.00	\$ 1,500.00			\$ 1,500.00	
Valdis Kalnins, Project Management	50	\$ 50.00	\$ 2,500.00			\$ 2,500.00	
PH Tech X 2	400	\$ 26.00	\$ 10,400.00			\$ 10,400.00	
Ben Williams, Registered Sanitarian	150	\$ 37.06	\$ 5,559.00			\$ 5,559.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Personnel Subtotal	2090		\$ 70,959.80			\$ 70,959.80	
Fringe Benefits (Name & Title)		Rate (%)	Grant (\$)	Match (\$)		Total (\$)	Fringe Benefits Narrative
Heather Bausick, Resource Recovery Coordinator		28.00%	\$ 9,164.06			\$ 9,164.06	Includes all allowable benefits including health, dental, optical. Allegan County operates at a 28% per person fringe benefit rate
Randy Rapp, Environmental Health Manager		28.00%	\$ 2,800.00			\$ 2,800.00	
Jacqueline Billette, Health Officer		28.00%	\$ 1,532.72			\$ 1,532.72	
Becky Volker, Finance		28.00%	\$ 783.44			\$ 783.44	
Kristin Vanatter, Project Management		28.00%	\$ 420.00			\$ 420.00	
Valdis Kalnins, Project Management		28.00%	\$ 700.00			\$ 700.00	
PH Tech X 2		28.00%	\$ 2,912.00			\$ 2,912.00	
Ben Williams, Registered Sanitarian		28.00%	\$ 1,556.52			\$ 1,556.52	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Fringe Benefits Subtotal			\$ 19,868.74			\$ 19,868.74	
Personnel & Fringe Benefits Subtotal			\$ 90,828.54			\$ 90,828.54	

		Match (\$)				Contractual Services Narrative	
Contractual Services (Name)	Description of Services	Grant (\$)	Monetary	In-Kind	Total (\$)		
Consultant - TBD		TBD			#VALUE!	Assist in MMP creation, hold public meetings, contact point for local officials, data collection	
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
Contractual Services Subtotal		\$ -	\$ -		\$ -		
		Match (\$)				Supplies & Materials Narrative	
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
Publications	3	\$ 150.00				\$ 450.00	Resources to create and implement MMP, supplies for MMPC meetings including a color printer for documents, ink, paper and other meeting supplies, any publications that will need to be noticed in local papers
Postage, Mail, Notices	100	\$ 0.75				\$ 75.00	
Paper	3	\$ 8.50				\$ 25.50	
Meeting Supplies	3	\$ 25.00				\$ 75.00	
Color Printer	1	\$ 450.00				\$ 450.00	
Ink	3	\$ 125.00				\$ 375.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
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 (\$)
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Other Direct Costs Subtotal			\$ -	\$ -		\$ -	
			Match (\$)			Travel Narrative	
Travel	Quantity (#)	Rate (\$/Unit)	Grant (\$)	Monetary	In-Kind		Total (\$)
Mileage	300	\$ 0.70				\$ 210.00	Costs for various staff to attend MRM training to gather further knowledge and information regarding the overall purpose of Materials Management
Lodging						\$ -	
Meals						\$ -	
Airfare						\$ -	
Other Travel (Itemize)							
Materials and Recycling Management Training	5	\$ 350.00	\$ 350.00			\$ 1,750.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Travel Subtotal			\$ 350.00	\$ -		\$ 350.00	
Direct Cost Subtotal			\$ 91,178.54	\$ -		\$ 91,178.54	
			Grant (\$)	Match (\$)	Total (\$)		
Indirect (20% Max)	Rate (%)		\$ 18,165.71	\$ -	\$ 18,165.71		
	20.00%						
			Match (\$)				
			Grant (\$)	Monetary	In-Kind	Total (\$)	
Total Cost			\$ 109,344.25	\$ -		\$ 109,344.25	

Allegan County Materials Management Planning Committee (MMPC)



Human Services Building
3255 – 122nd Avenue Suite 200
Allegan, MI 49010
269-673-5411 Main Office
269-673-4172 Main Fax
<http://www.allegancounty.org>

Garth Llewellyn, Chairman
**Heather Bausick, Resource Recovery
Coordinator**

Jack Brown
Hauler Managed
Material
Representative

Gale Dugan
Elected County
Government
Representative

Daniel Fritsch
Materials Recovery
Facility Operator

Russell Lewis
Business
Representative from
Surrounding County

Garth Llewellyn
Business Generating
Managed Material
Representative

Randy Rapp
Regional Planning
Agency
Representative

Matt Rosser
Solid Waste Disposal
Facility
Representative

William Walker
Waste Diversion,
Reuse, or Reduction
Facility Operator

Vacant
Compost Facility or
Anaerobic Digester
Operator

Vacant
Elected City
Government
Representative

Vacant
Elected Township
Government
Representative

Vacant
Environmental
Interest Group
Representative

MATERIALS MANAGEMENT PLANNING COMMITTEE (MMPC) – MINUTES

Tuesday, February 25, 2025 – 6:00 PM

Zimmerman Room, Human Services Building, 3255 122nd Avenue, Allegan

CALL TO ORDER: Called to order by Llewellyn at 6:01pm

ROLL CALL: Present: Fritsch, Lewis, Llewellyn, Rapp, Rosser, Walker, Brown (arrived 6:07),
Dugan (arrived 6:50), Bausick, Jacqueline Billette

COMMUNICATIONS: Resource Coordinator Report (attachment a)

APPROVAL OF MINUTES: Walker moved, seconded by Rosser. All in favor

PUBLIC PARTICIPATION: None

APPROVAL OF AGENDA: Walker moved, seconded by Rosser. All in favor

PRESENTATIONS: None

ACTION ITEMS:

1. Work Program and corresponding budget (attachment b)

- Discussed switching positions of Brown and Fritsch if needed – both could fit in either role but identify more with the other. Tabled discussed for later date if needed
- Added Becky Volker to contact information for MMP Grant Manager
- Section 2.2 – change statement to “bylaws reviewed and approved at a meeting on February 25, 2025”
- Section 5.2 – change “parties” to “stakeholders”
- Section 6 – change “consultant” to “DPA; consultant”
- Add page numbers
- Public participation section – change “all constituents involved” to “consensus”
- Public participation section – change “May 27” to “June 3” due to changing date of next meeting due to conflicts
- Budget sheet – change indirect expenditures from “10%” to “20%” as directed by EGLE

A motion to approve the work program and corresponding budget with revisions was made by Rosser and seconded by Walker. Yes: 8; No: 0. Motion carried.

2. Change May 27, 2025 meeting date

- Due to several member conflicts the meeting date was discussed

A motion to formally move the meeting date from May 27, 2025 to June 3, 2025 was made by Rapp. Motion was seconded by Llewellyn and Brown. Motion carried.

Mission Statement

“Allegan County shall plan, develop and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

DISCUSSION ITEMS:

1. Bylaws (attachment c)

- Section 5.10 – suggested to be removed due to redundancy. The Solid Waste and Recycling Coordinator distributes the agenda to all members and any items for future agendas are discussed during the meeting.
- Section 7.6 – Change “the chairperson will appoint a Committee member to record” to “The Solid Waste and Recycling Coordinator or designee will record”
- Dugan suggested reviewing committee positions for staggering. After the initial 5-year appointment, per law, the positions will need to be staggered for 2, 3, 4, or 5 year terms so the same number are appointed for each term length. Dugan suggested to members that they decide amongst themselves which positions should stagger and bring suggestions to the next meeting. If members cannot come to a consensus, the BOC will make the staggered determinations.
- Rapp gave an assignment to members to decide what their terms should be and bring to the next meeting

A motion to approve the bylaws as amended, forward to legal for final review and upon conciliation, send to the Board of Commissioners was made by Dugan and seconded by Rapp. Yes: 8; No: 0. Motion carried.

2. Open positions on MMPC

- Suggestions were made to reach out to city and township officials for open positions.
- Outdoor Discovery Center, Allegan Conservation District suggested for Environmental Interest Group
- Renewed Earth suggested for Compost Facility position

PUBLIC PARTICIPATION: None

FUTURE AGENDA ITEMS:

- i. RFP and consultant expectations
- ii. Staggered positions
- iii. Invite Van Buren to discuss tire grants
- iv. Invite Ottawa to discuss their MMP process and status
- v. May meeting – invite Dar Baas from Kent County for an update on the sustainability facility
- vi. Invite Renewed Earth to discuss their program

ROUND TABLE: Dugan – searching for a City and Township official for the board. Encourage elected officials to be on this board

Llewellyn – offered to reach out to Renewed Earth to invite them to a meeting

ADJOURNMENT: Motion made by Walker, seconded by Rosser to adjourn the meeting at 7:39pm. The motion carried.

NEXT MEETING: June 3, 2025 @ 6:00 PM

