









LIVINGSTON COUNTY, MICHIGAN 2025-2030 MATERIALS MANAGEMENT PLAN WORK PROGRAM

Approved by the Livingston County Materials Management Planning Committee:

July 22, 2025

Approved By the Livingston County Approval Agency:

[Date]

This 2025-2030 Livingston County Materials Management Plan Work Program has been prepared, developed, and implemented pursuant to Michigan Public Act 451, Part 115.



LIVINGSTON COUNTY

MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY

Lindsey Kerkez, Civil Engineer III

Southeast Michigan Council of Governments (SEMCOG)

MATERIAL RECOVERY FACILITY OPERATOR

Julie Cribley, Executive Director

Recycle Livingston

COUNTY ELECTED OFFICIAL

Brian Jonckheere, County Drain Commissioner

Livingston County Drain Commissioner

COMPOST FACILITY/ANAEROBIC DIGESTER

James Tuthill, General Manager

Tuthill Farms and Composting

TOWNSHIP ELECTED OFFICIAL

Kathleen Horning, Treasurer

Hartland Township

INDIVIDUAL GENERATING MANAGED MATERIAL

Paul Sgriccia, P.E., Senior Consultant

PTS Consulting

CITY OR VILLAGE ELECTED OFFICIAL

Jacob Schlitter, Mayor Pro Tem

City of Howell

WASTE DIVERSION/REUSE OR REDUCTION

Eric Kohart, Recycling Center Coach

PADNOS Howell Recycling Center

ENVIRONMENTAL INTEREST GROUP

Sara Thomas, President

Livingston Land Conservancy

MANAGED MATERIAL HAULER

James Richey, Director, Account Management

Recycle Services

REPRESENTATIVE THAT DOES BUSINESS

OR RESIDES IN AN ADJACENT

COMMUNITY OUTSIDE THE PLANNING

AREA

Richard Burns, FESD, Project Consultant

FK Engineering Associates

SOLID WASTE DISPOSAL FACILITY OPERATOR

Tim Krause, Director of Engineering

Granger Waste Services

COUNTY APPROVAL AGENCY

Livingston County Board of Commissioners

Official Authorized Representative: Jay Drick, Chair

DESIGNATED PLANNING AGENCY

Livingston County Department of Planning

Designated Planning Agency Representative: Scott Barb, AICP, Director

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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.

Materials Management Plan 5-Year Projected Budget

Date Prepared: 5/24/2025

Project Name: Livingston County Materials Management Plan

Planning Area: Livingston County, MI

EGLE Materials Management Planning Grant Amount Allowable: \$156,933/ year *

• Source: https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/MMD/Solid-Waste/Allowable-MMP-Grant-Amount-Per-

County.pdf?rev=9ddb129133ca4adea6500bf2d4f42e2d&hash=96EE29239DB63F45798CFAE01E3FE34C

PROJECTED REVENUES								
Description	2025 (Actual)	2026 (Projected)	2027 (Projected)	2028 (Projected)	2029 (Projected)	2030 (Projected)		
EGLE Grant	\$0.00	\$156,933	\$156,933	\$156,933	\$60,000	\$60,000		

TOTAL

REVENUES: \$ 0.00 \$156,933 \$156,933 \$60,000 \$60,000

TOTAL STATE FUNDS: \$590,800.00 (100%)
TOTAL 5-YEAR PROJECTED REVENUES: \$590,800.00 (100%)

PROJECTED EXPENDITURES – OVERALL 5-YEAR MMP BUDGET								
Description	Funding Source	Projected Amount	Actual Amount					
Postage, Mail, Notices	MMP EGLE Grant	\$10,000.00	\$ 0.00					
Contractual Services	MMP EGLE Grant	\$100,000.00	\$ 0.00					
Professional Development: Training/Education/SEMCOG	MMP EGLE Grant	\$20,000.00	\$ 0.00					
Workshop and Meeting Supplies, Materials	MMP EGLE Grant	\$20,000.00	\$ 0.00					
Implementation	MMP EGLE Grant	\$350.800.00	\$ 0.00					
INFLATION (~5% / year):		\$30.000.00	\$ 0.00					
CONTINGENCY (~10%):		\$60,000.00	\$ 0.00					
TOTAL EXPENDITURES:		\$590,800.00	\$ 0.00					
TOTAL 5-YEAR PROJECTED EXPENDITURES:		\$590,800.00						

PROPOSED MILESTONE SCHEDULE

			20	25			20	026		8	20	27			20	28			20	29	0	*	20	30	
Task	Completion Date/ Deadline	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation		×	×	×																					
Task 2: Materials Management Planning Committee			X	×	×																				
Task 3: Project Administration		×	X	X	X																				
Task 4: Materials Management Planning Grant				×	×	X																			
Task 5: Materials Management Request for Proposal					X	×	X																		
Task 6: Plan Project Management						×	×	X	×																
Task 7: Data Collection and Discovery Phase						×	×	×	×																
Task 8: Stakeholder Engagement						×	×	×	×																
Task 9: Analysis and Opportunities Phase							×	×	×	×															
Task 10: Prepare Draft Materials Management Plan					g .		X	×	×	×															
Task 11: Plan Adoption										X	X	×	×												
Task 12: Plan Implementation														X	×	×	×	X	×	X	X	×	×	×	X

GLOSSARY OF TERMS

As used in this Materials Management Work Program:

- a. Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (the Act).
- b. **Board of Commissioners (BOC or Board):** the elected governing body authorized to make policy decisions for the county.
- c. County Approval Agency (CAA): the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA has been identified as the Livingston County Board of Commissioners.
- d. Cities, Villages and Townships (CVT).
- e. **Designated Planning Agency (DPA):** the agency designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA has been identified as the Livingston County Department of Planning.
- f. **DPA Representative:** is the specific individual of the DPA designated by the CAA that shall serve as the primary government resource in the planning area for the administering and developing the MMP. The DPA Representative is Scott Barb, Director, Livingston County Department of Planning.
- g. Michigan Department of Environment, Great Lakes & Energy (EGLE): is the primary state agency overseeing the Materials Management planning process and administering the interim final approvals for Solid Waste Processing and Transfer Facilities and the amendments to the Act.
- h. **Materials Management Plan (MMP):** is the plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.
- i. Notice of Intent (NOI).

= Task In Process

= Task Not Started

[Agency] = Primary Responsible Party

Task 1: Planning Process Initiation

▼ TASK 1.1: Plan Initiation [EGLE]

a. Livingston County received an email on December 20, 2023 from Phillip D. Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

▼ TASK 1.2: Accept Role as County Approval Agency (CAA) [DPA Representative]

- a. On June 10, 2024, the Livingston County Solid Waste Coordinator presented the Proposed Resolution to the Courts, Public Safety and Infrastructure Development Committee for approval and the Courts, Public Safety and Infrastructure Committee recommended the item to BOC.
- b. At a regular meeting on June 24, 2024, the BOC passed a formal resolution (Resolution # 2024-06-084) and accepted responsibilities as CAA.

☑ TASK 1.3: Appoint Designated Planning Agency (DPA) [CAA]

 a. At a regular meeting on January 27, 2025, BOC passed a formal resolution (Resolution #2025-01-008) to appoint the Livingston County Planning Department as the DPA. The Planning Department Director, Scott Barb, will serve as the DPA representative.

TASK 1.4: Dissolve the Solid Waste Management Committee and Create the Materials Management Planning Committee [CAA]

 At a regular meeting on January 27, 2025, BOC dissolved the Solid Waste Management Committee and created the Materials Management Planning Committee via Resolution 2025-01-009.

▼ TASK 1.5: Correspond with Adjacent Counties [DPA Representative & CAA]

a. Robert Spaulding, DPW Coordinator, prepared a list of adjacent county DPA Representatives and BOC Chairs and drafted communication and response letters regarding interest for preparing a Multi- County MMP.

Robert Spaulding, DPW Coordinator, sent communication and response letters to adjacent counties indicating that Livingston County intends to prepare a single-county MMP.

- ◆ TASK 1.6: Notify CVTs and Adjacent CVTs [DPA Representative]
 - a. Robert Spaulding, DPW Coordinator, emailed a letter to all Livingston County CVT and adjacent CVT Clerks and Chief Elected Officials about upcoming MMP initiative and requested contact information and future communication notification preference (US Mail and/ or Email).
- TASK 1.7: Notification Contact List [DPA Representative]
 - a. Robert Spaulding, DPW Coordinator, collected and compiled contact information and notification preference (US Mail and/or email) from CVTs and adjacent CVTs.
- ◆ TASK 1.8: Submit Notice of Intent to EGLE [DPA Representative & CAA]
 - a. On July 18, 2024, Carol Jonckheere submitted the MMP Notice of Intent to EGLE.
 - b. Livingston County has 36-months from July 18, 2024 to complete the MMP.
- ◆ TASK 1.9: Distribute Notice of Intent [DPA Representative]
 - a. Rob Stanford, Livingston County Principal Planner, posted a PDF copy of the NOI Submittal to the County's MMP webpage on June 13, 2025
 - b. The NOI legal notice was published in the Livingston Daily Press and Argus on March 6, 2025
 - c. On______, DPA Representative mailed and emailed a copy of NOI Submittal to all CVTs and requested the NOI be posted on CVT websites.

Task 2: Materials Management Planning Committee

▼ TASK 2.1: Identify Candidates for MMPC [BOC, CPSID, & DPA Representative]

- a. On March 24, 2025 Natalie Hunt_issued media release and solicited applications for new MMPC using an online application form posted on the County's website.
- b. No interviews were conducted by the Personnel Committee.
- c. The Personnel Committee made final recommendations to full BOC for MMPC members in each category/sector as required by the Act.

▼ TASK 2.2: Appoint MMPC Members [CAA]

- a. At a regular meeting on January 27, 2025, the BOC passed a formal resolution (Resolution #2025-01-009) to dissolve the Solid Waste Committee and establish the Materials Management Planning Committee.
- At a regular meeting on May 12, 2025, BOC passed a formal resolution (Resolution #2025-05-063) to Appoint MMPC members for a five-year term expiring on December 31, 2030..

▼ TASK 2.3: MMPC Administrative Support [DPA Representative]

- a. DPA Representative to designate staff to provide support to MMPC (e.g. take meeting minutes, reserve and set up meeting room)
- b. DPA Representative to be responsible for setting meeting dates, preparing meeting agendas, preparing and sending all required public notices.

■ TASK 2.4: MMPC Bylaws [DPA Representative, Corporation Counsel, MMPC]

- a. DPA Representative drafted MMPC Bylaws.
- b. MMPC reviewed and adopted Bylaws for the conduct of its business at the <u>June</u> 24, 2025_ regular meeting.

TASK 2.5: MMP Work Program [DPA Representative, MMPC]

- a. DPA Representative prepared draft MMP Work Program.
- b. DPA Representative distributed a copy of draft MMP Work Program to MMPC on TBD and MMPC approved at their regular meeting on TBD.

◆ TASK 2.6: CAA Approves Work Program [DPA Representative]

- a. DPA Representative presented a copy of MMP Work Program to CPSID on <u>TBD</u> for review, approval, and recommend to BOC.
- b. CAA approved the MMP Work Program at their regular meeting on TBD.

a.	CAA submitted final MMP Work Program to EGLE on <u>TBD in</u> advance of the TBD deadline (180 days after NOI(currently awaiting an extension)).
a.	: Develop MMP Webpage [DPA Representative and County Planning Staff] DPA Representative worked with County Planning staff develop a new Materials Management Plan webpage on Livgov.com with a link to the Materials Management Plan. All MM project and plan information will be posted to the following link: https://milivcounty.gov/
■ TASK 3.2	planning/materials-management-planning/ E: Identify County Purchasing Department Contact [DPA Representative] Identify Purchasing staff assigned to assist with the MMP Grant, MMP RFP Process, and MMP Consultant Contract.
☐ TASK 3.3	B: Identify County Fiscal Services Contact [DPA Representative]
b.	Identify Fiscal Services staff assigned to assist with MMP Grant and processing payment for MMP Consultant.
Task 4: Mate	erials Management Planning Grant
•	: Grant Application Submittal [DPA Representative] Seek Administration, Finance and BOC approval for MMP Grant Application submittal.
•	: Department Grant Review [DPA Representative] If grant application is approved by EGLE, begin County Department Grant Review Process.
♦ TASK 4.3	: BOC Committee and Board of Commissioners Approval [DPA Representative]

a. Seek CPSID Committee approval and recommend to BOC.

TASK 4.4: Purchasing Department and Fiscal Services Admin [DPA Representative]

a. Work with Purchasing and Fiscal Services to set up necessary account strings.

b. Seek BOC approval for MMP Grant Acceptance.

TASK 2.7: CAA Submits Work Program to EGLE [DPA Representative & CAA]

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Task 5: Materials Management Plan Request for Proposal

- TASK 5.1: Prepare Request for Proposal (RFP) [DPA Representative]
- ◆ TASK 5.2: Internal and MMPC draft RFP Review and Approval [DPA Representative]
- **◆ TASK 5.3: Identify RFP Selection Committee Members** [DPA Representative]
- TASK 5.4: Issue Request for Proposal on MITN/Bidnet [Purchasing]
- TASK 5.5: Hold Pre-Bid Meeting [DPA Representative]
- TASK 5.6: Proponents Submit Questions via MITN/Bidnet
- TASK 5.7: County Responds to Questions via MITN/Bidnet [DPA Representative]
- TASK 5.8: Proposals Due via MITN/Bidnet
- TASK 5.9: Selection Committee Scores Proposals
- TASK 5.10: Consulting Firm/Team Final Selection Interviews (As Needed)
- ◆ TASK 5.11: Notice of Award to Consulting Firm/Team [Purchasing]

Task 6: Plan Project Management

- ◆ TASK 6.1: Identify Project Manager (PM) [DPA Representative]
- ◆ TASK 6.2: Hold Project Kick-Off Meeting [Consultant Team]
- TASK 6.3: Hold Regular Progress Meetings [Consultant Team]
- TASK 6.4: Prepare a Project Management Plan (PMP) [Consultant Team]
- TASK 6.5: Prepare a Public Engagement Plan (PEP) [Consultant Team]

Task 7: Data Collection and Discovery Phase

- ◆ TASK 7.1: Previous Plan/Study Review [Consultant Team]
- **◆ TASK 7.2: Existing Conditions Analysis** [Consultant Team]
- ◆ TASK 7.3: Summarize Findings [Consultant Team]

Task 8: Stakeholder Engagement

- TASK 8.1: Prepare Online Survey, Focus Group Meetings, Meetings, etc. [Consultant Team]
- TASK 8.2: CVT Staff, Elected Officials, MMPC, BOC, Health Department [Consultant Team]
- TASK 8.3: Adjacent Counties & SEMCOG [Consultant Team]
- TASK 8.4: Waste Haulers [Consultant Team]
- TASK 8.5: Facility Operators, MRF, etc. [Consultant Team]
- TASK 8.6: Metal Waste [Consultant Team]
- TASK 8.7: Electronic Waste [Consultant Team]
- TASK 8.8: Household Hazardous Waste [Consultant Team]
- ◆ TASK 8.9: Yard Waste [Consultant Team]
- ◆ TASK 8.10: Food Waste [Consultant Team]
- TASK 8.11: Packaging [Consultant Team]
- TASK 8.12: Businesses/Brokers [Consultant Team]
- ◆ TASK 8.13: Residents [Consultant Team]
- TASK 8.14: Other Products-Textiles, Wood, Rubber Products, etc. [Consultant Team]

Task 9: Analysis and Opportunities Phase

- TASK 9.1: Gap Analysis and System Needs Assessment [Consultant Team]
- TASK 9.2: Best Management Practices Evaluation and Recommendations [Consultant Team]
- TASK 9.3: Supporting Policy and Funding Mechanisms Evaluation [Consultant Team]
- TASK 9.4: Draft Model Ordinances/Policies [Consultant Team]

Task 10: Prepare Draft Materials Management Plan

- TASK 10.1: Prepare Draft Plan [Consultant Team]
- TASK 10.2: Goals and Objectives [Consultant Team]
- TASK 10.3: Action Plan [Consultant Team]
- TASK 10.4: Prepare Strategy to Implement Plan and How to Fund [Consultant Team]
- TASK 10.5: Prepare Strategy to Identify Responsible Parties to Implement Plan [Consultant Team]
- TASK 10.6: Identify Tasks and Timelines to Meet Plan Goals & Objectives [Consultant Team]
- TASK 10.7: Financial Strategies [Consultant Team]

Task 11: Plan Adoption

- TASK 11.1: MMPC Approves Draft MMP [MMPC]
 - a. MMPC reviews and approves the draft MMP for public review and comment for a minimum of 60 days.
- TASK 11.2: Prepare Notice of Draft Plan Review and Public Hearing [Consultant Team]
 - a. Publish the notice in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
 - b. The public hearing notice shall be published at least 30 days prior to the public hearing date. Documentation must be provided to EGLE.
- TASK 11.3: 60-Day Required Public Comment Period [DPA Representative]
 - a. Share the MMP draft for public review and comment for a minimum of 60 days.
- **◆ TASK 11.4: Hold Public Hearing** [MMPC]
 - a. Conduct a public hearing on the MMP during the public comment period.
 - b. A public notice of the hearing must be published at least 30 days prior to the hearing.
- ◆ TASK 11.5: Plan Revisions [DPA Representative]
 - a. After 60-day public comment period, DPA has 30 days to revise MMP (as needed) and send back to MMPC for approval.
- TASK 11.6: Plan Adoption by CAA [CAA]
 - a. CAA Passes Resolution Adopting MMP.
- **◆ TASK 11.7: CVT Approval of MMP** [DPA Representative]
 - a. Send approved MMP to all CVTs in the county for approval by resolution. After 120 days,
 67% approval is required from CVTs that voted on the MMP
- **◆ TASK 11.8: DPA Submits MMP to EGLE for Final Approval** [DPA]

Task 12: Plan Implementation

- **◆ TASK 12.1: Work Toward Meeting Goals and Objectives** [DPA, MMPC, TBD]
- ◆ TASK 12.2: New Program Development or Program Enhancement [DPA/MMPC]
- **◆ TASK 12.3: Funding** [DPA/MMPC]
- ◆ TASK 12.4: Education [DPA/MMPC]
- ◆ TASK 12.5: Outreach [DPA/MMPC]
- ◆ TASK 12.6: Data Collection, Updates/Maintenance [DPA]
- **◆ TASK 12.7: Partnerships and Collaborations** [DPA/MMPC]