



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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CONTROLLER/ADMINISTRATOR
David A. Kieft, Jr.
(231) 398-3504

GREEN TEAM/RECYCLING COMMITTEE MINUTES

Thursday, January 30, 2020
8:30 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Gene Lagerquist and Margaret Batzer, Chairperson

Members Absent: Mark Bergstrom

Others Present: Sarah Archer, Iris Waste Diversion Specialists; David Kieft, Jr.,
Controller/County Administrator; Bruce Schimke, Maintenance
Supervisor; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 8:30 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

P.A. 69 RECYCLING UPDATE

Sarah Archer, of Iris Waste Diversion Specialists, presented the Manistee County Green Team Recycling Program Report of January 28, 2020. (APPENDIX A) The year total collected from six drops-off sites was 493,651 pounds. This was a 4% decrease in overall volume in 2019 compared to 2018. Total program costs in 2019 are \$2,896.08 or 3.3% higher than in 2018 mainly due to an increase in collection and processing costs.

The EGLE 2020 Scrap Tire Collection event is being proposed for June 6, 2020 or September 26, 2020. It was suggested that June 6, 2020 is the “Big Day of Serving” event in Manistee and maybe this is a project that could be submitted.

Ms. Archer requested approval to submit the grant application for the EGLE 2020 recycling Quality Improvement Grant which is due February 28, 2020. This is a new grant opportunity which can be used for recycling drop-off sites. This is a Reimbursement grant with funding available up to \$3.00 per household with no match required.

Moved by Lagerquist, seconded by Batzer to recommend approval for the submission of the EGLE 2020 Recycling Quality Improvement Grant application.

Ayes. All. Motion Carried.

Ms. Archer requested support from the County in the form of a letter and resolution. This would put pressure on legislators to make amendments to the Part 115 Solid Waste Management laws. Until the amendments are passed, counties are not receiving funding which have been designated for materials management planning/program developments. The Committee will review the resolution and letter and continue discussions at next month's meeting.

REVIEW GREEN TEAM/RECYCLING COMMITTEE DUTIES FROM THE RULES OF ORDER AND PROCEDURES

Review Green Team/Recycling Committee duties from the Rules of Order and Procedure of the Manistee County Board of Commissioners and recommend approval of any necessary changes. (Appendix B)

It was agreed that that updates from 2019 be done to the Rules of Order and Procedures before they can be reviewed and updated for 2020. It was asked that this be placed back on the Green Team/Recycling Committee Meeting agenda for next month.

SCHEDULE 2020 COMMITTEE MEETINGS

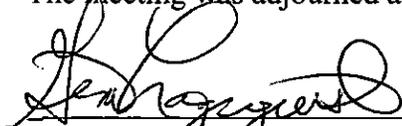
After review of the 2020 calendar (Appendix C), it was determined to hold the Green Team/Recycling Committee meetings on the fourth Thursday of each month at 8:30 a.m., with the exception of November and December, which will be a combined meeting held on December 3, 2020. All meetings will be held in the County Board of Commissioners Room.

OTHER ITEMS FROM COMMITTEE MEMBERS

Gene Lagerquist has a meeting scheduled with Republic Services on February 19, 2020 at 11:00 a.m. to talk trash volumes and anticipated increased costs for collections. Dave Kieft will also attend this meeting with Mr. Lagerquist.

Mr. Lagerquist was approached by Cody Carlson, from the Dublin Heights Sports Club, regarding trash and contamination issues in Norman Township. Mr. Carlson addressed the committee and the ongoing concerns and cleanup efforts in that area. Mr. Carlson expressed concern over the lack of information regarding what to do with various items that are being recovered. The Committee suggested that Mr. Carlson appear before the Public Safety Committee meeting on February 7, 2020 at 2:00 p.m. to address these issues.

The meeting was adjourned at the Call of the Chair at 9:31 a.m.


Gene Lagerquist

Absent
Mark Bergstrom


Margaret Batzer, Chairperson

**Manistee County Green Team
Recycling Program Report – January 28, 2020
Sarah Archer, Iris Waste Diversion Specialists, Inc.**

The following is a summary of Recycling Program activity since December 3, 2019

Meeting Attendance

- o Green Team – December 5, 2019

Current Volume Report

No change in Volume Report from last month, as July data had not been received at time of preparing report. Total weight (pounds) of materials collected from 6 recycling drop-off sites.

January	34,579	April	40,360	July	59,443	October	41,439	
February	32,280	May	37,260	August	48,028	November	36,000	
March	34,040	June	47,190	September	40,992	December	42,040	
							Total To-Date	493,651

- o There was a 41% increase in volume for December 2019 compared to December 2018.
- o There was a 4% decrease in overall volume in 2019 compared to 2018.
- o Total program costs in 2019 are \$2,896.08 (3.3%) higher than in 2018 mainly due to an increase in collection and processing costs. There was one incident of oil contamination that required clean up at a cost of \$840.00.

Education

- o Monthly e-newsletter sent.
- o Presentation to US Forest Service staff – December 5, 2019

Grant Projects

- o EGLE 2020 SCRAP TIRE COLLECTION GRANT
 - o Proposed dates – Saturdays, June 6 and September 26, 2020
- o EGLE 2020 RECYCLING QUALITY IMPROVEMENT GRANT – copy attached
 - o New grant opportunity which can be used for recycling drop-off sites
 - o Reimbursement grant; funding available up to \$3.00 per household; NO match required
 - o Key requirements:
 - audit of sampling of recyclable materials to get baseline data of contamination (requires cooperation of material recovery facility)
 - interaction/intervention with users of recycling drop-off site(s) for a consecutive 4-week period; minimum of 1 day per week
 - collection of data during interaction/intervention period
 - development of educational handout for users of recycling drop-off site(s)
 - dissemination of recycling messages through website or social media
 - o Deadline 3:00 p.m., Friday, February 28, 2020
 - o **RECYCLING COORDINATOR REQUESTS APPROVAL TO APPLY FOR GRANT** contingent on meeting partnership requirement with material recovery facility and ability to meet project requirements with anticipated grant award

Other

- There has been no movement on proposed amendments to Part 115 Solid Waste Planning laws. As a follow-up to last month's recommendation to put pressure on legislators to take up the bill, a draft County resolution and draft language to be used in letters to the EGLE Director and local legislators are attached. Until the amendments are passed, Counties are not receiving funding which have been designated for materials management planning/program development.

A-3

MONTH	LBS	% Change from Previous Month
JANUARY		
Arcadia Twp	8,537.0	28%
Brown Twp	4,063.0	16%
Cleon Twp	1,191.0	10%
Maple Grove Twp	4,597.0	-6%
Onekama Twp	13,346.0	18%
Springdale Twp	2,845.0	21%
JANUARY TOTALS	34,579.0	16%
FEBRUARY		
Arcadia Twp	6,559.0	-23%
Brown Twp	3,555.0	-13%
Cleon Twp	2,261.0	90%
Maple Grove Twp	3,936.0	-14%
Onekama Twp	13,658.0	2%
Springdale Twp	2,311.0	-19%
FEBRUARY TOTALS	32,280.0	-7%
MARCH		
Arcadia Twp	6,986.0	7%
Brown Twp	4,132.0	16%
Cleon Twp	2,368.0	5%
Maple Grove Twp	3,997.0	2%
Onekama Twp	14,048.0	3%
Springdale Twp	2,509.0	9%
MARCH TOTALS	34,040.0	5%
APRIL		
Arcadia Twp	9,261.0	33%
Brown Twp	4,327.0	5%
Cleon Twp	2,327.0	-2%
Maple Grove Twp	5,893.0	47%
Onekama Twp	15,700.0	12%
Springdale Twp	2,852.0	14%
APRIL TOTALS	40,360.0	19%
MAY		
Arcadia Twp	10,693.0	15%
Brown Twp	4,129.0	-5%
Cleon Twp	1,445.0	-38%
Maple Grove Twp	4,782.0	-19%
Onekama Twp	13,186.0	-16%
Springdale Twp	3,025.0	6%
MAY TOTALS	37,260.0	-8%
JUNE		
Arcadia Twp	15,546.0	45%
Brown Twp	3,795.0	-8%
Cleon Twp	2,370.0	64%
Maple Grove Twp	5,838.0	22%
Onekama Twp	16,848.0	28%
Springdale Twp	2,793.0	-8%
JUNE TOTALS	47,190.0	27%

MONTH	LBS	% Change from Previous Month
JULY		
Arcadia Twp	18,540.0	19%
Brown Twp	4,509.0	19%
Cleon Twp	2,683.0	13%
Maple Grove Twp	6,748.0	16%
Onekama Twp	23,964.0	42%
Springdale Twp	2,999.0	7%
JULY TOTAL	59,443.0	26%
AUGUST		
Arcadia Twp	12,230.0	-34%
Brown Twp	4,040.0	-10%
Cleon Twp	2,092.0	-22%
Maple Grove Twp	5,090.0	-25%
Onekama Twp	21,959.0	-8%
Springdale Twp	2,617.0	-13%
AUGUST TOTAL	48,028.0	-19%
SEPTEMBER		
Arcadia Twp	12,079.0	-1%
Brown Twp	4,494.0	11%
Cleon Twp	2,246.0	7%
Maple Grove Twp	6,274.0	23%
Onekama Twp	12,728.0	-42%
Springdale Twp	3,171.0	21%
SEPTEMBER TOTAL	40,992.0	-15%
OCTOBER		
Arcadia Twp	12,908.0	7%
Brown Twp	3,645.0	-19%
Cleon Twp	3,000.0	34%
Maple Grove Twp	6,382.0	2%
Onekama Twp	12,122.0	-5%
Springdale Twp	3,382.0	7%
OCTOBER TOTAL	41,439.0	1%
NOVEMBER		
Arcadia Twp	8,099.0	-37%
Brown Twp	3,955.0	9%
Cleon Twp	2,704.0	-10%
Maple Grove Twp	5,959.0	-7%
Onekama Twp	12,295.0	1%
Springdale Twp	2,988.0	-12%
NOVEMBER TOTAL	36,000.0	-13%
DECEMBER		
Arcadia Twp	9,502.0	17%
Brown Twp	4,966.0	26%
Cleon Twp	2,997.0	11%
Maple Grove Twp	6,722.0	13%
Onekama Twp	14,234.0	16%
Springdale Twp	3,619.0	21%
DECEMBER TOTAL	42,040.0	17%

YEAR TO DATE (in lbs.)	493,651.0
YEAR TO DATE (tons)	246.8

Year to date comparison by site

Totals in pounds	Dec-18	Dec-19
Arcadia Twp	6,644.0	9,502.0
Brown Twp	3,500.0	4,966.0
Cleon Twp	1,080.0	2,997.0
Maple Grove Twp	4,889.0	6,722.0
Onekama Twp	11,271.0	14,234.0
Springdale Twp	2,355.0	3,619.0
Unassigned Extra Service	N/A	N/A
Totals in pounds	29,740	42,040

Totals in tons	Dec-18	Dec-19
Arcadia Twp	3.3	4.8
Brown Twp	1.8	2.5
Cleon Twp	0.5	1.5
Maple Grove Twp	2.4	3.4
Onekama Twp	5.6	7.1
Springdale Twp	1.2	1.8
Unassigned Extra Service	N/A	N/A
Totals in Tons	14.9	21.0

Recycling Quality Improvement Grant Program

Request for Proposals - January 2020

The Recycling Partnership is a national nonprofit transforming the U.S. curbside recycling system. Improved recycling creates jobs, protects the environment, and empowers communities.

For more information regarding our programs, staff, and funders, visit:
www.recyclingpartnership.org

The need to improve the quality of recyclables is a high priority in light of today's market conditions with contamination rates in excess of 25 percent. This challenge is compounded by the restrictions by China on recyclable materials that exceed 0.5 percent contamination and the vows by some waste companies to cease all shipping of recyclables overseas. Due to these market conditions and the current state of recycling, Michigan Department of Environment, Great Lakes and Energy (EGLE) and The Recycling Partnership (The Partnership) have partnered on this grant application process. The purpose of this grant is to partner with Michigan communities, counties and/or authorities by providing financial and technical assistance to develop and implement a comprehensive education and operations behavior strategy to decrease contamination from curbside and dropoff recycling programs while increasing recycling and improving quality.

EGLE and The Partnership are seeking grant applications from communities, counties or authorities to engage with residents directly and indirectly to change recycling behavior of those contaminating the stream. To accomplish this, we will be selecting ten to twenty applicants in MI by this request for proposal process that will include communities or groups of communities diverse in geography, type of recycling program (drop off, curbside), rural or urban and socio-economic status. The overarching goal of these grants combined is to improve recycling for at least 600,000 households representing 1.5 million people (15 percent of the MI population). Additional households could be added depending on matching funds from additional partnerships with other stakeholders such as industry, solid waste authorities and communities. This is an exciting, high-profile initiative that requires a high degree of readiness and commitment on the part of the applicant's elected officials, city administrators and those involved with the community's recycling program, including hauler(s) and the material recovery facility (MRF). All questions related to this application should be sent to Cassandra Ford at cford@recyclingpartnership.org.

Applicants should ***carefully read this entire document prior to submitting a proposal.***



Recycling Quality Improvement Grant Program Eligibility Requirements

For the purposes of this grant program, an eligible applicant is a local government entity or a public solid waste management authority representing a collection/region of local governments, located in Michigan. An applicant must have a curbside recycling program and/or a dropoff recycling program and have indications of a contamination issue. The proposed project area can be an entire community or a portion of a county or community, depending on the number of households. The Partnership will work with EGLE to select 10-20 applicants geographically dispersed throughout the state of Michigan and representing both rural and urban areas.

Funding Availability and Use of Grant Funds

Grant funding is available up to \$3/Household for up to 50,000 single-family households per applicant for the following items:

- Staff for tagging carts or auditing drop-off locations,
- Printing tags,
- Printing and mailing direct mail pieces,
- Website and other social media,
- Community signage,
- Tagging & Analyzing mobile phone app (curbside only)
- Drop-off site anti-contamination security solutions (i.e. fencing, cameras, etc.),
- Subscription to an online recycling digital communication platform, and
- Other innovative contamination reduction strategies.

The Partnership will provide graphic design support to customize the educational materials for each community. The Partnership requires that the grantee use The Partnership's template for educational materials. However, each community can use its existing recyclable material images and icons as needed. Grant funds cannot be used for internal staff costs, or for purposes other than education and outreach for cleaning up the residential curbside recycling stream and the drop-off recycling stream from single-family residential homes. Grant funds cannot be used for multi-family education and/or outreach. Additional programmatic efforts may be included as agreed upon by all parties as long as the minimum educational requirements are met. The Partnership is open to creative solutions by applicants with drop-off sites to combat contamination and will work with awardees to find solutions that fit their needs.

Additional Requirements

An applicant must also meet all the following requirements:

1. ***The applicant must provide curbside recycling collection either publicly or privately collected and/or provide drop off recycling sites either staffed or unstaffed.***
 - Preference will be given to communities that have:
 - Identified an existing contamination problem within their recycling collection system.
 - A commitment from hauler and community to reject contaminated carts at the curb and/or staff drop off sites to audit materials as they come in.
 - A consolidated or regional approach to waste and recycling collection (i.e. multiple communities joining together to consolidate resources and create uniform messaging).
2. **Education and Outreach** - Based on previous lessons learned and research data, The Recycling Partnership has developed education and campaign materials to support all requirements listed below including printed materials, signage and social media programs. The following strategies are a minimum of what is required of all successful grant applicants.
 - Coordinating inspection of recyclable materials placed in collection containers by residents to determine if non-acceptable/detrimental materials are being deposited into the container; and direct engagement with the resident to educate them on the acceptable items for the program via the tagging protocol established for curbside programs and/or an informational card for drop off sites. For curbside programs and depending on the community, if a container is identified with non-acceptable materials, the container will be either tagged with a warning tag and left out for collection or tagged with a warning tag and rejected until the incorrect materials are removed from the collection container. The community will be responsible for inspections and fieldwork through existing staff or temporary employees.
 - Developing detailed printed materials such as educational flyers/postcards that include specific messaging regarding service collection days, acceptable materials and other information. Printed materials will be distributed to the targeted community in a minimum of two mailings.
 - Developing and placing signs to educate residents (required for all drop off programs, optional for curbside programs).

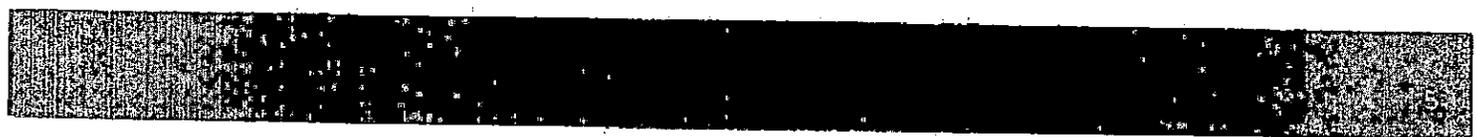
Additional Requirements

- Developing social media messaging programs. At a minimum, each grantee must have a website to allow for proper recycling information to be disseminated to the residents on an ongoing basis. The Partnership has a basic template that can be used by grantees without an existing recycling program website. Additional social media messaging is encouraged but not required.
 - Optional - Developing and implementing a community-wide information system where residents can obtain detailed information on their recycling program (Recycle Coach, ReCollect, Recycle by City, or other).
3. **Material Mix and Top Contaminants** - The material mix should match the existing contractual obligations and practices that have evolved between the MRF and the community. This program is not intended to re-evaluate the material mix outlined in a contract. The program is an effort to refocus the anti-contamination messaging on the most detrimental non-acceptable material.
 4. **Technical Assistance** - An applicant must work with the Partnership for technical support and assistance to ensure the community adopts best management practices for its anti-contamination program. For more information regarding these practices, see the Partnership's curbside anti-contamination tool kit or the drop off anti-contamination tool kit.
 5. **Measurement Plan** - An applicant must agree to various measurement requirements including a minimum of 4 cart taggings over entire proposed project area for all curbside programs or a minimum of 4 weeks of onsite staff to audit and educate residents for drop-off recycling programs and before/after sampling analyses of incoming loads from the community to its respective MRF.
 1. **Cart tagging (curbside programs only)** - Each successful candidate or designated staff will be trained by The Partnership or an applicable representative to conduct cart inspections prior to recycling collection. The Partnership will facilitate regular meetings throughout the project and provide graphic design support, but the grantee will be responsible for the oversight and execution of the tagging program. Each cart set out for recycling will be examined through one full city-wide collection cycle by opening the lid, visually assessing the contamination on the top layers, and then tagging where warranted with an instructive message to the resident. Each set-out cart will be examined and tagged again in a minimum of three additional collection cycles following the first round of tagging and beginning an outreach program to reduce contamination. The number of carts tagged will be recorded over a minimum of four collection cycles to track whether the need for tagging decreases. A decrease in tagging will be an indicator of improvements in material quality. An app via mobile phone or tablet is available through The Partnership to record and analyze tagging results for \$0.25/household. If an app will not be used to record and analyze tagging results, successful candidates will need to describe how this data will be collected.

Additional Requirements

- 2. **Onsite Audits (drop off programs only)** - Each successful candidate or designated staff will be trained by The Partnership to conduct onsite audits of materials as they are being brought into a drop off site for recycling collection. The onsite auditor will talk to residents about why any contaminants found are not recyclable and provide educational cards as a reminder for next time. The auditor will record the number of interactions with patrons, as well as the types of contaminants found, the number of patrons using the site, the number of patrons with contaminants and any additional data necessary to evaluate the drop off site. A decrease in patrons with contaminants will be an indicator of improvements in material quality. A minimum of four weeks of auditing per drop off site is needed to determine if contamination dropped off decreases over time. Manual data collection and/or an electronic spreadsheet (e.g. Google sheets) will be used to track information gathered onsite.

- 3. **MRF Sampling Analysis** - Each successful candidate will need to work with their MRF in order to conduct a benchmark sampling analysis of loads coming from the selected communities to determine the level and type(s) of contamination in the loads (this analysis will be used to determine the outreach and tagging process described above). The combined loads of at least two incoming truck routes will be isolated on the MRF floor, or other destination as appropriate, and ten-fifteen, 125-pound samples will be extracted from the loads for further analysis. This analysis will be conducted through standard waste composition techniques, by separating clean recyclables, which will be further sorted into composition categories from contaminants. The contaminants will then be further sorted into pre-determined categories to assess the leading types of contaminants and the relative weights or volumes of each. Specific protocols will be outlined with each MRF partner and will be consistent throughout the project. The data collected from these sorts will be entered into a GAP (Grading and Purity) database to be provided by The Partnership. This same procedure will be followed after the last cart-tagging round is completed. Changes in contamination levels will be tracked and reported. Each successful candidate or designated staff will be trained by The Partnership to conduct MRF sampling analysis. Audit sort labor should be included in the grant budget or provided by the MRF or applicant. Each applicant should consider staffing the audits as an opportunity to educate city officials, staff and other key personnel on the issues associated with recycling contamination, as well as a way to save grant money for other outreach efforts.



Additional Requirements

- 6. Funding Recognition** - An applicant must be willing to use The Partnership logo on education materials and make mutually-agreeable acknowledgments indicating the project was "funded in part by" a grant from The Partnership and EGLE. Applicants must agree to acknowledge special support of other funders as appropriate in educational materials and outreach efforts. An example of logo usage is available upon request.

Grant Program Deadline and Submittal

The deadline for submitting an application to the Partnership is **3:00 p.m. EST on Friday, February 28, 2020.**

A proposal for grant funding, including the application form along with the required letters of support must be completed online by the date and time listed above. All individual communities are encouraged to complete the applicable surveys within the Municipal Measurement Program (MMP) prior to the submission of their application, but it is not required. All individual communities receiving grant funding will be required to complete the MMP surveys before the completion of their grant program.

See details on the application process below.

Grant Review and Selection Process

Each applicant will be notified by email upon the submission of their completed application. Applications will be reviewed by The Partnership and EGLE. Grant recipients will be notified of the preliminary award in early April 2020. Final grant awards will be determined by The Partnership and EGLE.

Key grant selection criteria will include:

- Ability of applicant to conduct all the required elements of this grant program;
- Readiness of applicant to successfully implement an anti-contamination recycling program including the required related outreach efforts;
- Commitment of applicant to send a designated staff member(s) to a required training and onboarding workshop hosted by The Partnership at the MI Recycling Coalition Conference in May 2020. This training and onboarding will be paid for by The Partnership separate from the applicant's grant budget. For grantees with a program start date after December 31, 2020, The Partnership will schedule an alternate time and place for the workshop and onboarding.
- Number of households in the proposed project area;
- Willingness to reject contaminated carts at the curb (curbside programs only); and
- Leverage of additional resources, including local, state, or other non-profit funding.



Application Revisions: The Partnership may work with an applicant to revise an initial proposal before entering into a grant agreement. Any changes to an initial proposal must be approved by The Partnership, EGLE, and the applicant, and elements of the revised grant proposal will be incorporated into the grant agreement between The Partnership and the applicant.

Anticipated Grant Project Start Date and Grant Period

Successful applicants will be required to enter into a grant contract with The Partnership. Resulting grant contracts will generally have a term not to exceed eighteen (18) months in length. Adjustments may be made to actual project start dates and contract periods by mutual agreement between The Partnership and grant recipients. Each grantee must expend funds and submit a final report within the grant contract period unless the term of the grant is extended by written agreement of the grantee and The Partnership. Requests for contract extensions should be submitted by the grantee at least sixty (60) days prior to the grant expiration date.

Disbursement of Grant Funds

Distribution of grant funds is on a reimbursement basis, and payment of funds will take place within thirty (30) days of receiving a properly prepared invoice and required documentation of expenditure from a grantee. Total grant distributions from the Partnership will not exceed 90 percent of reimbursable costs until the grantee submits a final project report; the remaining 10 percent of reimbursable expenses shall be paid upon final report submittal. Funds not expended by the end of the grant contract term will be forfeited. Any funds expended prior to the start of the grant period will not be reimbursed.

Required Proposal Format

Applicants must complete their application online at www.municipalmeasurement.com. If an application is being submitted on behalf of multiple communities, separate applications are not needed. Only one letter of support from MRF, Hauler and Authority will be required for each application.

The following information outlines the mandatory components of an application for grant funding. Please complete the proposal application online to answer the questions below. The form correlates to each section outlined below. ***The application form must be used; no other application format will be accepted. Incomplete applications will be denied.***



Section 1 - Key Contacts, Letters of Support and Applicant Information:

Each applicant is required to provide its key contacts as well as letters of support from MRF and Hauler. The information must include:

- **Project Director:** The project director should be the main point of contact for the grant project and responsible for daily operations of the recycling program. This individual will also be responsible for understanding and providing information about the project.
- **Material Processor or Transfer Station:** Provide the name and location of the Material Recovery Facility (MRF) or transfer station used by the applicant is located. The letter of support from the MRF operator or transfer station must indicate a list of the materials accepted for processing, the facility's ability to and willingness to assist or conduct the measurement and reporting of contamination data.
- **Hauler:** Provide the name of the hauler(s) utilized by the applicant if material is not collected by the applicant. The letter of support should include the hauler's willingness to participate however needed in the audit and tagging process.
- Other Key Project Team Members including designated outreach and education staff.

Section 2 - Recycling Program and Project Description:

This section of the proposal should provide the background that reviewers need in order to understand the context of an applicant's recycling program; including information on the current recycling program detailing collection methods, frequency, participation rates (if available), educational and outreach strategies, successes and challenges currently facing recycling program efforts. Information provided should include a brief description of current curbside collection system(s) or drop off site specifics. Each applicant must also provide the most recent full year of recycling tonnage data if available. If the applicant represents multiple communities, each community included in the proposed project area should be listed and described. A proposed project area can be an entire community, multiple communities or only a portion of a community or county area. The proposed project area cannot exceed 50,000 households unless additional matching funds are included in the budget.



Section 3 - Budget:

In this section of the application, the applicant will complete the budget table by filling in the number of households in the proposed project area and estimating the budget for the required elements of the campaign.

When planning for education and outreach expenditures, please consider that at a minimum, The Partnership encourages four (4) educational components for supporting the recycling contamination work:

- An info card to be directly mailed to each household in the proposed project area (basic yes and no recycling information),
- "Oops" tags (curbside program only) or Info cards (drop off program only) to reinforce correct recycling behavior as described above,
- Top issue mailer to be directly mailed to each household in proposed project area (targeting the most problematic contaminate agreed upon by MRF and applicant), and
- Top Issue Social Media/website outreach.

The Partnership requires that grant funds be used toward procuring these key outreach items. Additional outreach and educational efforts are encouraged to support the minimum key items above.

Section 4 - Timeline:

The Partnership seeks projects that can be implemented between April-June of 2020 and December 2021, although an exact timeline will be finalized and agreed upon between the successful applicant and The Partnership. A typical timeline to conduct the program as outlined including all best management practices, including pre-program contamination sort, tagging over four collection cycles or auditing materials brought to drop-off locations, educational campaign and post contamination sort is estimated to be 6-12 months depending on the size of the project area.

Section 5 - Measurement Plan:

The Partnership is grounded in measuring and reporting results. In support of this, applicants must indicate their willingness and ability to measure set out rates, recycling tonnage, tagging rates and/or drop off site usage and recycling contamination before and after program implementation. To support the commitment towards measuring contamination, the letter of support from the servicing MRF operator should indicate the MRF's willingness to assist in measuring and reporting contamination data.



Section 6 - Material Mix:

In the proposal form table, applicants should check off materials that are currently acceptable or not acceptable in the public recycling program and provide any additional information that is relevant.

Section 7 - Commitment to Best Practice Education and Outreach:

Each proposal should explain the applicant's commitment to best practice education and outreach, as well as describe the current education and outreach strategies (and results if available) used such as website, social media, radio, tv, newspaper, etc. An applicant should also describe any current digital online platform communication tools that are used (i.e. Recycle Coach, Recycle by City, Re-Collect, other).

Definitions

Bag (or Blue Bag): Referring to containers used for bag-based curbside recycling collection. A Bag is a container made of flexible material, generally flexible plastic film, that is used by residents to collect and contain household recyclables and place materials at the street for curbside recycling collection service. A typical bag-based curbside recycling program requires residents to prepare materials for service by placing them in a translucent plastic bag that is blue in color (thus, these programs maybe known as Blue Bag recycling programs). Service of a Bag/Blue Bag is performed manually, requiring the collector to bend, pick up the bag, and carry it to the collection vehicle in order to perform recycling collection service. Processing of recyclables collected in a bag-based curbside recycling program requires that materials must be removed from the bag in order to be sorted into commodities.

Bin (or Recycling Bin): An open container, typically constructed of plastic and measuring 12 to 18 gallons in volume, that is used by residents to collect household recyclables and place materials at the street for curbside recycling collection service. Service of a Bin/Recycling Bin is performed manually, requiring the collector to bend, pick up the container, and carry it to the collection vehicle in order to perform recycling collection service.

Cart: Plastic recycling cart with wheels and lid. Also referred to as roll carts, barrels, or containers.

Contamination: Refers to the amount of inbound material that residents include in their recycling collection that is not accepted in curbside program, thus ultimately ending up in as residual at the recycling facility.

Participation Rate: The number of homes that put recycling out to be collected at least once during a monthly period. This is analyzed by actually observing specific addresses over a month-long period and counting each time they recycle. To calculate this rate, take the number of addresses that have recycled at least once per month and divide that by the total addresses observed. For an observation of a two-week period, if one hundred (100) homes are observed and forty (40) recycle one week and forty (40) completely different homes recycle the next week, that is an eighty percent (80%) participation rate.

Set-Out Rate: The number of homes with recycling placed curbside at any given time. This is calculated by counting the number of homes with recycling out and dividing that number by the total number of homes on a route. For example, if there are 100 homes on a route and 40 homes have recycling out, the set-out rate is forty percent (40%).

Single-Family Residence: Typically, this term is defined as a detached home or multi-dwelling property of up to four (4) units. However, it should be noted that some communities define a "single-family residence" to include multi-dwelling properties of up to a dozen (12) units. Confirm in your application how many dwelling units are included in your definition of single-family households.

Classifications for Homes with Curbside Recycling Services

In Section 2 of the application for grant funding, communities with curbside recycling programs are asked the type of program that is currently in place. The following descriptions describe the choices that applicants may select from when indicating their current curbside recycling program.

Automatic Service: An automatic system where curbside recycling service is automatically provided to every single-family residence in the community and is paid for through general taxes, or fees or a utility bill. In this system, participation by any household is voluntary, though it is not possible to opt-out or avoid payment of the fee or tax that funds the service. A cart is delivered to every home; the resident is assigned a recycling day and on which he or she has the opportunity to the cart out at the curb for collection. The actual collection service may be conducted by public staff or through a private hauler contracted by the community, with the local government being billed for the recycling service and acting as a single-payer for service at all covered properties.



Opt-In: The curbside recycling service is available to every single-family residence in the community (thus paid for through general taxes or fees), but the resident must specifically contact the local government or private hauler to set up service and/or purchase a cart to start receiving the service. If a resident does not request the service, he or she still pays for the program through general taxes or fees. This can be provided through a public or private hauler.

Opt-Out: A curbside recycling service established by a local government that is available to every single-family residence in the community and is typically paid for through a utility-style fee. Each resident receives a recycling cart and collection service unless he or she contacts the local government and DECLINES service or cart and is therefore not subject to the fee.

Subscription Service: The approach is a free-market system, where haulers provide service to customers upon request, financing the service through direct charges to the customers. The sub-categories of subscription service include:

- **Private Opt-In:** Resident must specifically contact the private hauler to set up service and receive a recycling cart. The resident then pays the private hauler directly for service. Those residents that do not contact a private hauler do not receive recycling service or pay for the program through taxes or fees.
- **Universal Private Subscription:** Residents are automatically provided with a recycling cart without having to opt-in or contact their garbage hauler to add the service. A local government may require garbage haulers to provide automatic recycling service as a condition of receiving a franchise or license. Subscribers may pay a separate fee for the automatic service or the recycling service may be embedded in an overall combined trash fee. Either way, residents must pay the hauler directly for the service and the pricing does not change whether or not they participate in the recycling program.

Revision date: December 20, 2019



**Manistee County Resolution of Support
for
Solid Waste Planning Amendments**

Whereas, Michigan's current Part 115 Solid Waste Legislation is over 20 years old and requires modernization to prioritize sustainable recovery of discarded materials and divert discards to more productive uses;

Whereas, the amended Solid Waste Legislation aims to support recycling and solid waste management programs including,

- Funding to support county solid waste planning
- Grants to local entities aimed at tripling Michigan's recycling rate. The grants would cover:
 - recycling infrastructure development,
 - development of markets for recyclable materials, and
 - education to help residents use recycling systems effectively.

Whereas, Manistee County's last Solid Waste Plan was approved in 1999 and is due for an update. Manistee County would receive funding to facilitate the update of our Solid Waste Management Plan, as part of a new planning cycle, with funding from the state, to set new materials management goals for the next twenty years. These new plans will be designated as Materials Management Plans, reflecting the shift in priorities to reduce landfilling of resources;

Whereas, Manistee County recycles less than 10% of its residential waste stream and could benefit from planning and state grants, including funding for:

- Improved recycling infrastructure and services
- Public education
- Economic development

Whereas, Public Act 588 enrolled in 2018 Legislation makes annual funding available to support the amendments proposed to Michigan Solid Waste Laws;

Accordingly, it is hereby resolved that the County of Manistee supports recommended changes to Michigan solid waste law, Part 115, and the advancement of local, county, regional, and state recycling goals and county materials management planning.

Adopted by the Count of Manistee on this day, _____

Signed:

Chairman of the Manistee County Board of Commissioners

A-17

Certification

STATE OF MICHIGAN)

COUNTY OF MANISTEE)

I, _____, Clerk of the County of Manistee, Michigan, do hereby certify that the above resolution was duly adopted by the Manistee County Board of Commissioners on the ____ day of _____, 2020

In TESTIMONY WHEREOF, I hereunto set my hand and affix the Seal of the County of Manistee, Michigan this ____ of _____, 2020.

County Clerk

Dear _____,

Manistee County has been following with great interest the progress being made to amend Michigan's current solid waste policy which would call for progressive updates to County planning. As a rural county, we have a limited budget for resource recovery however understand its importance to the environment, community, and economy. We are interested in modernizing our current solid waste plan but do not have the staff or financial resources to do so.

We are contacting you to encourage you to give priority to Part 115 Solid Waste legislation and assist in its introduction during the current legislative session. We are aware that the proposed amendments identify funding for County government to develop a materials management plan, and that funding is available per Public Act 588 Renew Michigan Fund, and without passage of a bill this much needed funding remains out of reach for all Michigan counties.

Your attention to Part 115 Solid Waste legislation will benefit all citizens of Michigan as we work together to improve the quality of life, community and environment.

Respectfully,

Recommended recipients

Liesl Eichler Clark, Director
Michigan Department of Environment, Great Lakes, and Energy (EGLE)
Constitution Hall
525 West Allegan Street
P.O. Box 30473
Lansing, MI 48909-7973

Senator Curt VanderWall
P.O. Box 30036
Lansing, MI 48909-7536

Representative Jack O'Malley
S-1385 House Office Building
P.O. Box 30014
Lansing, MI 48909

APPENDIX B

3. Public Safety Committee. This Committee may review and make recommendations in operations and policy. It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means Committee or the Physical Resources Committee. Functional areas of responsibility include Emergency Services, Sheriff's Office, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch and other public safety operations.
 4. Technology/Information Committee. This Committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for Internet service County-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.
 5. Executive/Joint Court Committee. This Committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney, Register of Deeds, County Board, Circuit Court, Friend of the Court, District Court, Probate Court, Child Care Fund, Law Library, Elections, Resolutions and shall serve as the Joint Court Committee with Benzie County.
 6. Personnel Committee. This Committee shall review and make recommendations for policy and programs in the areas of personnel, classifications, collective bargaining, compensation, fringe benefits and employee grievances. Also maintains a central policy handbook and the Board Rules and Procedure handbook.
 7. Green Team/Recycling Committee. This Committee shall be responsible for all solid waste and recycling-related issues and focuses on conservation and energy reduction techniques. The Committee is also part of the Energy Fair Advisory Board.
 8. Regional Summit Committee. This Committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also in charge of Employee Recognition Dinner - with a goal of 75% attending.
- C. Special Assignments. There shall be, in addition to the standing committees, such other special assignments as the Chairperson, from time to time, may appoint and establish subject to approval of the Board. The membership of all such special assignments shall automatically be vacated upon the succession to office of a new Chairperson to the Board. Such assignments include, but are not limited to, the following:
1. Planning Commission

APPENDIX C

2020

January

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