

West Michigan Shoreline
Materials Management Planning Committee

Materials Management Plan Work Program

YEAR 1

February 2025

County Approval Agencies (CAAs):

Lake County Board of Commissioners Tobi Lake Administrator tlake@co.lake.mi.us 231-745-6231	Mason County Board of Commissioners Kaitlyn Szczypka Administrator kszczypka@masoncounty.net 231-843-7999	Muskegon County Board of Commissioners Mark Eisenbarth Administrator Eisenbarthma@Muskegoncounty.net 231-724-6520
Newaygo County Board of Commissioners Christopher Wren Administrator chrisw@newaygocountymi.gov 231-689-7203	Oceana County Board of Commissioners Tracy Byard Administrator tbyard@oceana.mi.us 231-873-4835	

Designated Planning Agency (DPA):

West Michigan Shoreline Regional Development Commission (WMSRDC)

Erin Kuhn
Executive Director
ekuhn@wmsrdc.org
231-722-7878

MMP Grant Managers:

Lake County Tobi Lake Administrator tlake@co.lake.mi.us 231-745-6231	Mason County Kaitlyn Szczypka Administrator kszczypka@masoncounty.net 231-843-7999	Muskegon County Sara Cooper Muskegon County Sustainability Coordinator coopersa@co.muskegon.mi.us cell: (231) 375-3144
Newaygo County Christopher Wren Administrator chrisw@newaygocountymi.gov 231-689-7203	Oceana County Tracy Byard Administrator tbyard@oceana.mi.us 231-873-4835	

Materials Management Planning Committee Members:

Name	Representation	Appointing Agency	Term Expiration
Greg Leverage Muskegon County Solid Waste Supervisor	Solid Waste Disposal Facility Operator	Muskegon County	December 31, 2029
Joe Kuerth , President Kuerth's Disposal Inc.	Waste Hauler	Muskegon County	December 31, 2029
Jake Thompson , Owner Newaygo Material Management Facility	Materials Recovery Facility Operator	Newaygo County	December 31, 2029
Leon Scott Fremont Digester	Composting Facility or Anaerobic Digester Operator	Newaygo County	December 31, 2029
Jamie Healy , Executive Director Home Team Housing	Waste Diversion, Reuse, or Reduction Facility Operator	Mason County	December 31, 2029
Sharon Edgar , A Few Friends of the Environment of the World (AFFEW)	Environmental Interest Group Representative	Mason County	December 31, 2029
Howard Lodholtz County Commissioner	Elected Official of a County	Lake County	December 31, 2029
Phillip Lodholtz , Supervisor Chase Township	Elected official of a Township	Lake County	December 31, 2029
Lynn Cavazos , Supervisor Pentwater Township	Elected Official of a City or Village	Oceana County	December 31, 2029
VACANT	Business that Generates a Managed Material	Oceana County	December 31, 2029
Mark Kinney Board Member	Regional Planning Agency	WMSRDC	December 31, 2029
Michael Seroczynski County Commissioner	Elected Official from within Lake County	Lake County	December 31, 2029
Jordon (Jody) Hartley County Commissioner	Elected Official from within Mason County	Mason County	December 31, 2029
Darrell Paige County Commissioner	Elected Official from within Muskegon County	Muskegon County	December 31, 2029
Chuck Trapp County Commissioner	Elected Official from within Newaygo County	Newaygo County	December 31, 2029
Connie Cargill , Treasurer Golden Township	Elected Official from within Oceana County	Oceana County	December 31, 2029

Debbie Russell The Fabric Peddler	Lake County Business Representative	Lake County	December 31, 2029
Michael Smith , Vice President of Fabrication & Packaging FloraCraft	Mason County Business Representative	Mason County	December 31, 2029
William Crabtree , President Resource Recovery Corporation	Muskegon County Business Representative	Muskegon County	December 31, 2029
VACANT	Newaygo County Business Representative	Newaygo County	December 31, 2029
Jim Kleiner Perdue Farms	Oceana County Business Representative	Oceana County	December 31, 2029

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Background

Based on amendments to [Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451](#), as amended, each county in Michigan is required to have a Materials Management Plan (MMP). These legislative changes became effective on March 29, 2023. Once approved, the MMP will replace existing county solid waste plans. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is implementing the law as well as providing guidance and resources to counties as they embark on the development of MMPs.

MMPs will focus on comprehensive materials management, including recycling, composting, other diversion activities, and disposal. These plans will establish goals with measurable objectives to divert recyclable and organics from disposal, while also increasing recycling access and education. Counties will have 36 months (three years) to complete the planning process. Per section 11587 of the amendment, a grant program has been established for the duration of the planning process to assist counties with the formation of the plan.

On January 8, 2024, the Director of EGLE initiated the process for each county to choose how to proceed with the planning process. The counties of Lake, Mason, Muskegon, Newaygo, and Oceana have agreed to serve as CAAs and work together to prepare a multi-county MMP with the West Michigan Shoreline Regional Development Commission serving as their DPA. The following Work Plan complies with the Act and may be amended as needed throughout the planning process.

Materials Management Plan Eligible Grant Revenues (Annual and 5-Year)

Annual Eligible Grant Revenues Per County			
County	MMP EGLE Grant	Per Capita Allocation	Annual Total
Lake	\$70,000	\$6,048	\$76,048
Mason	\$70,000	\$14,526	\$84,526
Muskegon	\$70,000	\$87,912	\$157,912
Newaygo	\$70,000	\$24,989	\$94,989
Oceana	\$70,000	\$13,329.50	\$83,329.50
Region Total	\$350,000	\$146,804.50	\$496,804.50

Regional Five-Year Total Eligible Grant Revenues					
Description	Year 1	Year 2 (Projected)	Year 3 (Projected)	Year 4 (Projected)	Year 5 (Projected)
MMP EGLE Grant	\$496,804.50	\$496,804.50	\$496,804.50	\$496,804.50	\$350,000

Total Regional Five-Year Eligible Grant Revenues: \$2,337,218

Michigan Department of Environment, Great Lakes, and Energy					
Materials Management Plan					
Work Plan Budget for Year 1					
Applicant Name:		County of Lake			
Project Title (Program):		West Michigan Shoreline Materials Management Plan Work Plan			
Vendor Number (VSS):		CV0048030			
Personnel (Name & Title)		Hours (#)	Rate (\$/Hour)	Description of Tasks	Total (\$)
None					\$ -
Personnel Subtotal					\$ -
Fringe Benefits (Name & Title)			Rate (%)	Salary Cost Base	Total (\$)
None				\$ -	\$ -
Fringe Benefits Subtotal					\$ -
Personnel & Fringe Benefits Subtotal					\$ -
Contractual Services (Name)		Description of Services		Amount (\$)	Total (\$)
West Michigan Shoreline Regional Development Commission		Designated Planning Agency (DPA), Quoted amount for		\$ 6,048.00	\$ 6,048.00
Contractual Services Subtotal					\$ 6,048.00
Supplies & Materials (Itemize)		Description of Item and Purpose		Amount (\$)	Total (\$)
None					\$ -
Supplies & Materials Subtotal					\$ -
Equipment (Itemize)		Description of Item and Purpose		Amount (\$)	Total (\$)
None					\$ -
Equipment Subtotal					\$ -
Other Direct Costs (Itemize)		Description of Item and Purpose		Amount (\$)	Total (\$)
None					\$ -
Other Direct Costs Subtotal					\$ -
Travel		Quantity (#)	Rate (\$/Unit)	Amount (\$)	Total (\$)
None					\$ -
Travel Subtotal					\$ -
Direct Cost Subtotal					\$ 6,048.00
		Rate (%)		Amount (\$)	Total (\$)
Indirect (10% Max)				\$ -	\$ -
				Total (\$)	
Total Cost				\$ 6,048.00	

Michigan Department of Environment, Great Lakes, and Energy					
Materials Management Plan					
Work Plan Budget for Year 1					
Applicant Name:		County of Newaygo			
Project Title (Program):		West Michigan Shoreline Materials Management Plan Work Plan			
Vendor Number (VSS):		CV0048226			
Personnel (Name & Title)					
Hours (#)		Rate (\$/Hour)		Description of Tasks	
None					
Personnel Subtotal					
Fringe Benefits (Name & Title)					
Rate (%)		Salary Cost Base		Total (\$)	
None					
Fringe Benefits Subtotal					
Personnel & Fringe Benefits Subtotal					
Contractual Services (Name)					
Description of Services		Amount (\$)		Total (\$)	
West Michigan Shoreline Regional Development Commission		Designated Planning Agency (DPA), Quoted amount for services		\$ 24,989.00	
Contractual Services Subtotal					
Supplies & Materials (Itemize)					
Description of Item and Purpose		Amount (\$)		Total (\$)	
None					
Supplies & Materials Subtotal					
Equipment (Itemize)					
Description of Item and Purpose		Amount (\$)		Total (\$)	
None					
Equipment Subtotal					
Other Direct Costs (Itemize)					
Description of Item and Purpose		Amount (\$)		Total (\$)	
None					
Other Direct Costs Subtotal					
Travel					
Quantity (#)		Rate (\$/Unit)		Amount (\$)	
None					
Travel Subtotal					
Direct Cost Subtotal					
Rate (%)		Amount (\$)		Total (\$)	
Indirect (10% Max)					
				Total (\$)	
Total Cost				\$ 24,989.00	

Michigan Department of Environment, Great Lakes, and Energy					
Materials Management Plan					
Work Plan Budget for Year 1					
Applicant Name:		County of Oceana			
Project Title (Program):		West Michigan Shoreline Materials Management Plan Work Plan			
Vendor Number (VSS):		CV0048082			
Personnel (Name & Title)					
None		Hours (#)	Rate (\$/Hour)	Description of Tasks	Total (\$)
Personnel Subtotal					\$ -
					Personnel Narrative
Fringe Benefits (Name & Title)					
None		Rate (%)	Salary Cost Base	Total (\$)	
Fringe Benefits Subtotal					\$ -
Personnel & Fringe Benefits Subtotal					\$ -
					Fringe Benefits Narrative
Contractual Services (Name)					
Description of Services		Amount (\$)	Total (\$)		
West Michigan Shoreline Regional Development Commission		Designated Planning Agency (DPA), Quoted amount for services	\$ 13,330.00	\$ 13,330.00	
Contractual Services Subtotal				\$ 13,330.00	
					Contractual Services Narrative
Supplies & Materials (Itemize)					
Description of Item and Purpose		Amount (\$)	Total (\$)		
None				\$ -	
Supplies & Materials Subtotal				\$ -	
					Supplies & Materials Narrative
Equipment (Itemize)					
Description of Item and Purpose		Amount (\$)	Total (\$)		
None				\$ -	
Equipment Subtotal				\$ -	
					Equipment Narrative
Other Direct Costs (Itemize)					
Description of Item and Purpose		Amount (\$)	Total (\$)		
None				\$ -	
Other Direct Costs Subtotal				\$ -	
					Other Direct Costs Narrative
Travel					
Quantity (#)		Rate (\$/Unit)	Amount (\$)	Total (\$)	
None				\$ -	
Travel Subtotal				\$ -	
Direct Cost Subtotal				\$ 13,330.00	
					Travel Narrative
Rate (%)		Amount (\$)	Total (\$)		
Indirect (10% Max)		\$ -	\$ -		
					Total (\$)
Total Cost					\$ 13,330.00

Michigan Department of Environment, Great Lakes, and Energy					
Materials Management Plan					
Work Plan Budget for Year 1					
Applicant Name:		County of Mason			
Project Title (Program):		West Michigan Shoreline Materials Management Plan Work Plan			
Vendor Number (VSS):		CV0048045			
Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Description of Tasks	Total (\$)	Personnel Narrative
Kaitlyn Szczypka, Administrator	120	\$ 56.81	see narrative	\$ 6,817.20	County Administrator Kaitlyn Szczypka will allocate hours to the following activities: • Attending MMPC meetings, • Reviewing MMP materials, including budget, work plans, etc., • Processing payments and finance related to MMP, • Grant administration for MMP, • Other MMP-related costs that are allowable to be reimbursed
Personnel Subtotal				\$ 6,817.20	
					Fringe Benefits Narrative
Fringe Benefits (Name & Title)		Rate (%)	Salary Cost Base	Total (\$)	Fringe benefits will cover: • Health, dental, & optical rate = 14.683%, • Retirement rate = 37.17%, • FICA = 7.65%, • Total fringe = 59.503%
Kaitlyn Szczypka, Administrator		59.50%	\$ 6,817.20	\$ 4,056.44	
Fringe Benefits Subtotal				\$ 4,056.44	
Personnel & Fringe Benefits Subtotal				\$ 10,873.64	
					Contractual Services Narrative
Contractual Services (Name)	Description of Services	Amount (\$)	Total (\$)	Preparation of the MMP Work Plan, Administration of the MMPC, Public Involvement/Participation for the MMP process, and development of the MMP.	
West Michigan Shoreline Regional Development Commission	Designated Planning Agency (DPA). Quoted amount for	\$ 14,526.00	\$ 14,526.00		
Contractual Services Subtotal			\$ 14,526.00		
					Supplies & Materials Narrative
Supplies & Materials (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)		
None			\$ -		
Supplies & Materials Subtotal			\$ -		
					Equipment Narrative
Equipment (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)		
None			\$ -		
Equipment Subtotal			\$ -		
					Other Direct Costs Narrative
Other Direct Costs (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)	• Four (4) MMPC members from Mason with a per diem rate of \$45 per person per meeting. • Eleven (11) regular meetings in 2025 • Budget for two (2) special meetings in 2025	
Per diem for 4 MMPC members	see narrative	\$ 2,340.00	\$ 2,340.00		
Other Direct Costs Subtotal			\$ 2,340.00		
					Travel Narrative
Travel	Quantity (#)	Rate (\$/Unit)	Amount (\$)	Total (\$)	Travel to MMPC meetings: • 4 MMPC members and 1 staff member driving to meetings, • 11 regular meetings in 2025, • Budget for 2 special meetings in 2025, • 3 meetings in Oceana Co (50 miles/trip), 2 meetings in Mason Co (14 miles/ trip), 2 meetings in Lake Co (60 miles/trip), 2 meetings in Newaygo Co (120 miles/trip), 2 meetings in Muskegon Co (120 miles/trip), 2 potential special meetings in Muskegon Co (120 miles/trip)
Mileage	5090	\$ 0.70	\$ 3,563.00	\$ 3,563.00	
Travel Subtotal				\$ 3,563.00	
Direct Cost Subtotal				\$ 31,302.64	
	Rate (%)		Amount (\$)	Total (\$)	
Indirect (10% Max)			\$ -	\$ -	
					Total (\$)
Total Cost				\$ 31,302.64	

Michigan Department of Environment, Great Lakes, and Energy					
Materials Management Plan					
Work Plan Budget for Year 1					
Applicant Name:		County of Muskegon			
Project Title (Program):		West Michigan Shoreline Materials Management Plan Work Plan			
Vendor Number (VSS):		CV0048219			
Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Description of Tasks	Total (\$)	Personnel Narrative
Wade VandenBosch, Public Works Director	50	\$ 61.98	Plan Development	\$ 3,099.00	Muskegon County Public Works Director and Sustainability Coordinator estimated time associated with development of the MMP and grant management, including: attending MMPC meetings, reviewing MMP and Work Plan documents, coordinating payment applications with EGLE, and other reimbursable expenses.
Sara Cooper, Sustainability Coordinator	100	\$ 42.26	Grant Management	\$ 4,226.00	
Personnel Subtotal				\$ 7,325.00	
Fringe Benefits (Name & Title)		Rate (%)	Salary Cost Base	Total (\$)	Fringe Benefits Narrative
Wade VandenBosch, Public Works Director		37.65%	\$ 3,099.00	\$ 1,166.77	Sara Cooper: Insurances (Health, Dental, Vision, Life, UIA): 8.0%, Retirement: 16.0%, FICA: 7.65%. Total: 31.65% Wade Vandenbosch: Insurances (Health, Dental, Vision, Life, UIA): 4.0%, Retirement: 26.0%, FICA: 7.65%, Total: 37.65%
Sara Cooper, Sustainability Coordinator		31.65%	\$ 4,226.00	\$ 1,337.53	
Fringe Benefits Subtotal				\$ 2,504.30	
Personnel & Fringe Benefits Subtotal				\$ 9,829.30	
Contractual Services (Name)	Description of Services	Amount (\$)	Total (\$)	Contractual Services Narrative	
West Michigan Shoreline Regional Development	Designated Planning Agency (DPA),	\$ 87,912.00	\$ 87,912.00	Preparation of the MMP Work Plan, Administration of the MMPC, Public Involvement/Participation for the MMP process, and development of the MMP.	
Contractual Services Subtotal			\$ 87,912.00		
Supplies & Materials (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)	Supplies & Materials Narrative	
None			\$ -		
Supplies & Materials Subtotal			\$ -		
Equipment (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)	Equipment Narrative	
None			\$ -		
Equipment Subtotal			\$ -		
Other Direct Costs (Itemize)	Description of Item and Purpose	Amount (\$)	Total (\$)	Other Direct Costs Narrative	
None			\$ -		
Other Direct Costs Subtotal			\$ -		
Travel	Quantity (#)	Rate (\$/Unit)	Amount (\$)	Total (\$)	Travel Narrative
Mileage	3,000	\$ 0.70	\$ 2,100.00	\$ 2,100.00	Estimated mileage for three (3) non-County staff MMPC members to travel to and from eleven (11) scheduled MMPC meetings, rotated between Muskegon, Oceana, Mason, Lake, and Newaygo Counties.
Travel Subtotal				\$ 2,100.00	
Direct Cost Subtotal				\$ 99,841.30	
	Rate (%)		Amount (\$)	Total (\$)	
Indirect (10% Max)			\$ -	\$ -	
				T total (\$)	
Total Cost				\$ 99,841.30	

Year 1 Multi-County Projected Expenditures	
Description	Projected Amount
Lake County	\$6,048.00
Mason County	\$31,302.64
Muskegon County	\$99,841.30
Newaygo County	\$24,989.00
Oceana County	13,330.00
Total Year 1 Expenditures	\$175,510.94

Project Timeline/Project Schedule								
Task	2024				2025			
	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	X	X	X	X	X			
Task 2: Project Administration	X	X	X	X	X	X	X	X
Task 3: Materials Management Planning Committee			X	X	X	X	X	X
Task 4: Public Participation/Stakeholder Engagement		X	X	X	X	X	X	X
Task 5: Plan Development						X	X	X

The below section identifies the tasks to be undertaken during the first year of the Materials Management Planning process. It is important to note that a number of the tasks may not be fully completed during this time frame and will continue into outer years of the planning process.

☑ = Task Complete

● = Task In Process/Ongoing

◆ = Task Not Started

[Agency] = Primary Responsible Party

Task 1: Planning Process Initiation

☑ Task 1.1: Plan Initiation [EGLE]

Completed January 2024

- A. The Counties of Lake, Mason, Muskegon, Newaygo, and Oceana received an email from Phillip D. Roos, EGLE Director, starting the materials management planning process.

✓ Task 1.2: Accept Role as County Approval Agency [\[CAAs\]](#) **Completed Summer 2024**

- A. The Board of Commissioners from the counties of Lake, Mason, Muskegon, Newaygo, and Oceana passed resolutions accepting the role as County Approval Agency (CAA).

✓ Task 1.3: Designated Planning Agency [\[CAAs\]](#) **Completed Summer 2024**

- A. The Board of Commissioners from the counties of Lake, Mason, Muskegon, Newaygo, and Oceana passed resolutions designating the West Michigan Shoreline Regional Development Commission (WMSRDC) as the Designated Planning Agency (DPA).

✓ Task 1.4: Correspond with Adjacent Counties [\[CAAs\]](#) **Completed Summer 2024**

- A. The Board of Commissioners from the counties of Lake, Mason, Muskegon, Newaygo, and Oceana issued communication and responses to adjacent counties regarding interest in preparing a Multi-County MMP.

✓ Task 1.5: Agree to participate in a Multi-County MMP [\[CAAs\]](#) **Completed Spring 2024**

- A. The Board of Commissioners from the counties of Lake, Mason, Muskegon, Newaygo, and Oceana passed resolutions agreeing to participate in a Multi-County MMP with the counties.

✓ Task 1.6: Sign Interlocal Agreement to develop a Multi-County MMP [\[CAAs & DPA\]](#) **Completed Spring 2024**

- A. The Board of Commissioners from the counties of Lake, Mason, Muskegon, Newaygo, and Oceana passed resolutions and signed an Interlocal Agreement to develop a Multi-County MMP.

✓ Task 1.7: Submit Notice of Intent to EGLE [\[DPA\]](#) **Completed July 3, 2024**

- A. WMSRDC on behalf of the counties of Lake, Mason, Muskegon, Newaygo, and Oceana submitted the Notices of Intent to EGLE.

✓ Task 1.8: Distribute Notice of Intent [\[DPA\]](#) **Completed July 2024**

- A. WMSRDC distributed the Notices of Intent to local governments in the counties of Lake, Mason, Muskegon, Newaygo, and Oceana.

Task 2: Project Administration

● Task 2.1: Prepare and Submit EGLE MMP Work Plan/Grant [\[CAAs and DPA\]](#) **Winter 2025**

- A. WMSRDC in coordination with the County Administrators worked to prepare the MMP Work Plan to present to the MMPC for approval and submit to EGLE for final approval.
- Task 2.2: Prepare invoicing and progress reports for MMP Grant [\[CAAs and DPA\]](#) **Ongoing Starting Winter 2025**
 - A. WMSRDC will prepare invoices and progress reports for each county regarding work activities outlined in the interlocal agreement.
- Task 2.3: Provide regular updates to the CAAs regarding MMP Progress [\[DPA\]](#) **Ongoing Starting Winter 2025**
 - A. WMSRDC will provide regular updates to the CAAs regarding progress towards development of the MMP.

Task 3: Materials Management Planning Committee

- ✓ Task 3.1: Appoint MMPC [\[CAAs\]](#) **Completed Fall 2024**
 - A. During the fall of 2024, the CAAs and WMSRDC appointed the MMPC members based on the Interlocal Agreement.
- ✓ Task 3.2: Hold MMPC Kick-Off Meeting [\[DPA\]](#) **December 2024**
 - A. The MMPC Kick-Off Meeting was held on Monday, December 2, 2024.
- ✓ Task 3.3: Approve MMPC Bylaws [\[MMPC\]](#) **December 2024**
 - A. Approved at the Monday, December 2, 2024, MMPC meeting.
- ✓ Task 3.4: Appoint MMPC Chair/Vice-Chair [\[MMPC\]](#) **December 2024**
 - A. Appointed at the Monday, December 2, 2024, MMPC meeting.
- ✓ Task 3.5: Identify MMPC Regular Meeting Schedule [\[MMPC\]](#) **December 2024**
 - A. The first Monday of each month at 10:00 AM rotating between the five counties.
- Task 3.6: Provide MMPC Administrative Support [\[DPA\]](#) **Ongoing**
 - A. Provide support to the MMPC including meeting agendas/packets, meeting notices, meeting minutes, meeting locations, and repository for MMPC meeting information/documentation.

Task 4: Public Participation/Stakeholder Engagement

- Task 4.1: Develop and Continually Maintain Distribution List [\[DPA\]](#) **Ongoing**
 - A. WMSRDC has begun the development of an MMP distribution list to include local government, adjacent counties, industry and local stakeholders, as well as the

general public. This list will be continually maintained throughout the development and implementation of the MMP.

- Task 4.2: Maintain MMP Webpage [\[DPA\]](#) **December 2024 and Ongoing**
 - A. WMSRDC has developed an MMP specific page on the WMSRDC website. This page will be a repository of information regarding the MMP process including information regarding the MMP development, MMPC meeting information, MMP resources, and MMP implementation. This webpage will be continually maintained throughout the development and implementation of the MMP.
- Task 4.3: Comply with Open Meetings Act [\[DPA\]](#) **Ongoing**
 - A. Ensure all MMPC meetings comply with the Michigan Open Meetings Act.
- Task 4.4: Promote awareness of MMP on Social Media [\[DPA\]](#) **Ongoing**
 - A. WMSRDC will share pertinent information related to the MMP development and MMPC meetings through the WMSRDC social media accounts.
- Task 4.5: Gather Public Input [\[DPA\]](#) **Ongoing**
 - A. Gather public input necessary in the development and approval of the MMP through public hearings, public meetings, information gathering sessions, surveys, and other methods of gathering input.
- Task 4.6: Coordinate Outreach [\[CAAs and DPA\]](#) **Ongoing**
 - A. Collaborate with CAAs to identify strategies to disseminate information regarding the MMP process and opportunities for public input.

Task 5: Plan Development

- Task 5.1: Work Plan [\[CAAs, DPA, MMPC, and EGLE\]](#) **Winter 2025**
 - A. WMSRDC in coordination with the County Administrators worked to prepare the MMP Work Plan to present to the MMPC for approval and submit to EGLE for final approval.
- ◆ Task 5.2: MMP Cover Page [\[DPA and MMPC\]](#) **Spring - Winter 2025**
 - A. Prepare the cover page template prepared by EGLE.
- ◆ Task 5.3: Planning Area Profile [\[DPA and MMPC\]](#) **Spring - Winter 2025**
 - A. Prepare the planning area profile including population, sources of material generation, material management infrastructure, and calculate the municipal solid waste recycling rate.
- ◆ Task 5.4: Materials Management Goals [\[DPA and MMPC\]](#) **Summer - Fall 2025**
 - A. Begin to develop the materials management goals including descriptions, resources needed, education/outreach programs, and implementation timetables.

- ◆ Task 5.5: Mechanisms [[DPA and MMPC](#)] **Fall 2025**
 - A. Initiate the process of identifying funding and enforcement mechanisms as well as siting processes.

- ◆ Task 5.6: Administration [[DPA and MMPC](#)] **Fall 2025**
 - A. Begin to identify the administrative framework for implementation of the MMP including but not limited to benchmark recycling standards, materials management goals, reporting requirements, and administering funding mechanisms.

- ◆ Task 5.7: Appendices [[DPA and MMPC](#)] **Spring – Fall 2025**
 - A. Continually collect supporting documentation, data, and information to be placed in the MMP appendices.

Appendix A

Year 1 County Budget Approvals

From: [Tobi Lake](#)
To: [Erin Kuhn](#)
Subject: RE: MMP Work Plan
Date: Wednesday, February 26, 2025 12:10:23 PM

Hi Erin,

The board approved of Lake County's portion of the budget for the plan at their meeting this morning.

We will forward on the minutes once they are generated.

Please let me know if you need anything further.

Thanks,
Tobi

[Tobi G Lake](#)
[Lake County Administrator](#)
800 10th Street Suite 100
Baldwin, MI 49304
(231) 745-6231

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Thursday, February 20, 2025 1:35 PM
To: Tobi Lake <tlake@CO.LAKE.MI.US>
Subject: RE: MMP Work Plan

External sender <ekuhn@wmsrdc.org>

Make sure you trust this sender before taking any actions.

Since Lake County will only be accepting/receiving the amount noted in your budget, I believe you only need to approve the Lake County portion. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440

231-722-7878 Ext. 180



From: Tobi Lake <tlake@CO.LAKE.MI.US>
Sent: Thursday, February 20, 2025 1:20 PM
To: Erin Kuhn <ekuhn@wmsrdc.org>
Subject: RE: MMP Work Plan

Hi Erin,

Lake County will have ours approved next Wednesday.

Do you want us to just approve Lake County's portion of the budget or the entire plan budget?

Thanks and please let me know.

Tobi

Tobi G Lake
Lake County Administrator
800 10th Street Suite 100
Baldwin, MI 49304
(231) 745-6231

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Thursday, February 20, 2025 12:58 PM
To: Szczypka, Kaitlyn <kszczycka@masoncountynet>; Tracy Byard <tbyard@oceana.mi.us>; Tobi Lake <tlake@CO.LAKE.MI.US>; Christopher Wren <ChrisW@newaygocountymi.gov>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Cooper, Sara <coopersa@co.muskegon.mi.us>
Cc: Stephen Carlson <scarlson@wmsrdc.org>
Subject: MMP Work Plan

External sender <ekuhn@wmsrdc.org>

Make sure you trust this sender before taking any actions.

Good afternoon. I was on an EGLE MMP Webinar yesterday and they made mention that each CAA must approve the Work Plan budget. This was the first I had heard of this requirement. However, they were very vague on what type of approval was needed and how to document it. To

be proactive, I would like to ask each of you to have your county boards approve the budget you submitted to be included in the MMP Work Plan. I think a motion and vote to approve will suffice. Can you then please send me the minutes of that approval for our files.

Let me know if you have any questions. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: [Szczypka, Kaitlyn](#)
To: [Erin Kuhn](#)
Cc: [Knizacky, Fabian](#)
Subject: Re: MMP Work Plan
Date: Wednesday, January 29, 2025 9:06:26 AM
Attachments: [Mason County | MMP Work Plan | Year 1 Budget.xlsx](#)

Hello Erin!

Attached is Mason County's year 1 budget. I will be the contact for the CAA and grant administrator.

Let me know if you need anything else!

Best,

-Kaitlyn Szczypka

Mason County Deputy Administrator
5300 W. US 10 Highway
Ludington, MI 49431
231-843-7999

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From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Friday, January 24, 2025 2:40 PM
To: Szczypka, Kaitlyn <kszczypka@masoncounty.net>; Tracy Byard <tbyard@oceana.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>; VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Christopher Wren <ChrisW@newaygocountymi.gov>; Tobi Lake <tlake@CO.LAKE.MI.US>
Cc: Stephen Carlson <scarlson@wmsrdc.org>
Subject: MMP Work Plan

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Good afternoon. Based on our meeting with EGLE earlier this week as well as yesterday's email from EGLE, there is some information I will need from all of you to complete the MMP Work Plan which will also be considered your county's grant application to received EGLE MMP funding for year 1.

- CAA Contact: Name, Title, Email Address, and Phone Number
- MMP Grant Manager: Name, Title, Email Address, and Phone Number

- MMPC: I have the names but will also need the Employer and Title (elected officials: Jurisdiction and Office) for the four MMPC appointees from your county.
- Year 1 Budget: Attached is a budget template crafted by Amanda Snyder, the WMSRDC Finance Manager. She took the “example” provided by EGLE and cut it down to a more manageable form. Any cell highlighted in yellow has a formula and will update automatically. Additionally, she locked the spreadsheet so only the fillable fields are available.

If possible, please have this information returned to me by COB Tuesday, January 28th. I will incorporate it into the draft Work Plan and have it ready for your review and sign-off by COB on Wednesday. My hope is to send the final draft version to the MMPC by Thursday or early Friday (prior to the February 3rd MMPC meeting).

Let me know if you have any questions and have a great weekend. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: [VandenBosch, Wade](#)
To: [Erin Kuhn](#); [Eisenbarth, Mark](#)
Cc: [Farrar, Matthew](#)
Subject: RE: MMP Work Plan
Date: Tuesday, February 18, 2025 8:38:40 AM
Attachments: [WMSMMP Budget Template 2-18-2025.xlsx](#)

Modified budget attached.

Wade VandenBosch

Wade VandenBosch, P.E.
Muskegon County Public Works Director
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
PH: 231-724-3698

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Tuesday, February 18, 2025 8:04 AM
To: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>
Cc: Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: FW: MMP Work Plan

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Good morning. Any update on the Muskegon County MMP work plan budget? Our deadline for submittal is fast approaching. I'd like to get this submitted to EGLE this week if possible. Please let me know if you have any other questions. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: Erin Kuhn
Sent: Tuesday, February 11, 2025 8:09 AM

To: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>
Cc: Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

Yes. I believe EGLE will want tasks identified. Below is an example of what Mason County detailed for their Personnel and Travel Narratives.

Personnel:

County Administrator Kaitlyn Szczypka will allocate hours to the following activities:

- Attending MMPC meetings
- Reviewing MMP materials, including budget, work plans, etc.
- Processing payments and finance related to MMP
- Grant administration for MMP
- Other MMP-related costs that are allowable to be reimbursed

Travel:

Travel to MMPC meetings

- Four (4) MMPC members and one (1) staff member driving to meetings
- Eleven (11) regular meetings in 2025
- Budget for two (2) special meetings in 2025
- Three (3) meetings in Oceana County (50 miles round trip), Two (2) meetings in Mason County (14 miles round trip), Two (2) meetings in Lake County (60 miles round trip), Two (2) meetings in Newaygo County (120 miles round trip), Two (2) meetings in Muskegon County (120 miles round trip), Two (2) potential special meetings in Muskegon County (120 miles round trip)

Please let me know if you have any other questions. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>
Sent: Monday, February 10, 2025 5:27 PM
To: Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Erin Kuhn <ekuhn@wmsrdc.org>
Cc: Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

Erin:

Do you need someone more detailed than what is included in the attached.

Wade VandenBosch

Wade VandenBosch, P.E.
Muskegon County Public Works Director
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
PH: 231-724-3698

From: Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>
Sent: Monday, February 10, 2025 1:36 PM
To: 'Erin Kuhn' <ekuhn@wmsrdc.org>
Cc: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

Thanks Erin, I will get with Wade.

Mark Eisenbarth

Muskegon County Administrator
1903 Marquette Avenue Muskegon, MI 49442
Eisenbarthma@Muskegoncounty.net
231-724-6520

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Monday, February 10, 2025 8:27 AM
To: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

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I still need the Personnel and Travel Narrative (green boxes) completed by the county. Once I have that, the work plan will be ready to submit to EGLE.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>
Sent: Friday, February 7, 2025 1:58 PM
To: Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Erin Kuhn <ekuhn@wmsrdc.org>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

The spreadsheet was revised slightly at Erin's request. The latest is attached. It has been forwarded to Erin and she included our estimated budget in the 2025 Work Plan.

Wade VandenBosch

Wade VandenBosch, P.E.
Muskegon County Public Works Director
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
PH: 231-724-3698

From: Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>
Sent: Friday, February 7, 2025 1:53 PM
To: 'Erin Kuhn' <ekuhn@wmsrdc.org>; VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

Does this still need to be signed?

Mark Eisenbarth

Muskegon County Administrator
1903 Marquette Avenue Muskegon, MI 49442
Eisenbarthma@Muskegoncounty.net
231-724-6520

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Monday, February 3, 2025 7:58 AM
To: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

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Thanks Wade!

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>
Sent: Friday, January 31, 2025 4:25 PM
To: Erin Kuhn <ekuhn@wmsrdc.org>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>
Subject: RE: MMP Work Plan

Erin:

Attached budget spreadsheet has been updated to include fringe narrative. Fringe rates also corrected as they were estimated previously.

See you Monday. Have a nice weekend.

Wade VandenBosch

Wade VandenBosch, P.E.
Muskegon County Public Works Director
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
PH: 231-724-3698

From: Erin Kuhn <ekuhn@wmsrdc.org>

Sent: Wednesday, January 29, 2025 4:38 PM

To: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>

Subject: RE: MMP Work Plan

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Can you please add in a narrative for personnel, fringe, and travel (green box in the spreadsheet). Otherwise EGLE will reject it.

As an example, below is how Mason County completed their narrative.

Fringe benefits will cover:

- Health, dental, & optical rate = 0.14683
- Retirement rate = 0.3717
- FICA = 0.0765
- Total fringe = 0.59503

Please let me know if you have any questions. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline
Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>

Sent: Wednesday, January 29, 2025 10:47 AM

To: Erin Kuhn <ekuhn@wmsrdc.org>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>

Subject: RE: MMP Work Plan

Erin:

Conceptual budget attached. Please confirm that it is your understanding that any unspent budget can be rolled over. Requested contact info is as follows:

-

CAA Contact:

Mark Eisenbarth

Grant Manager:

Sara Cooper
Muskegon County Sustainability Coordinator
coopersa@co.muskegon.mi.us
cell: (231) 375-3144

MMPC Info:

Greg Leverage, Muskegon County, Solid Waste Supervisor
Joseph Kuerth, Kuerth's Disposal Inc., President
William Crabtree, Resource Recovery Corporation, President
Darrell Paige, Muskegon County Commissioner, District 7

Wade VandenBosch

Wade VandenBosch, P.E.
Muskegon County Public Works Director
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442
PH: 231-724-3698

From: Erin Kuhn <ekuhn@wmsrdc.org>
Sent: Wednesday, January 29, 2025 9:48 AM
To: Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>; VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>
Subject: FW: MMP Work Plan

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DO NOT CLICK links if the sender is unknown.
NEVER provide your User ID or Password.

Good morning. I am hoping to finalize the MMP work plan today and was wondering if you are able to provide the below information to me this morning? Please let me know if you have any questions. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline

Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: Erin Kuhn

Sent: Friday, January 24, 2025 2:41 PM

To: Szczypka, Kaitlyn <kszczypka@masoncounty.net>; Tracy Byard <tbyard@oceana.mi.us>; Eisenbarth, Mark <EisenbarthMa@co.muskegon.mi.us>; Farrar, Matthew <FarrarMa@co.muskegon.mi.us>; VandenBosch, Wade <VandenBoschWa@co.muskegon.mi.us>; Christopher Wren <ChrisW@newaygocountymi.gov>; Tobi Lake <tlake@CO.LAKE.MI.US>

Cc: Stephen Carlson <scarlson@wmsrdc.org>

Subject: MMP Work Plan

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- MMPC: I have the names but will also need the Employer and Title (elected officials: Jurisdiction and Office) for the four MMPC appointees from your county.
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Let me know if you have any questions and have a great weekend. Thanks.

Erin Kuhn, Executive Director
West Michigan Shoreline

Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
231-722-7878 Ext. 180



From: [Christopher Wren](#)
To: [Erin Kuhn](#)
Subject: Budget MMP
Date: Friday, February 28, 2025 11:02:00 AM

Newaygo County approves \$24,989.00 for the year one MMP work plan.

Chris

Christopher Wren
Administrator
Newaygo County Administration
1087 Newell PO Box 885 | White Cloud, MI 49349
p 231.689.7203 | f 231.689.7205
chrisw@newaygocountymi.gov

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From: [Tracy Byard](#)
To: [Erin Kuhn](#)
Subject: Budget
Date: Friday, February 28, 2025 1:25:06 PM
Attachments: [image002.png](#)
[image004.png](#)

Hi Erin – The Board of Commissioners approved the budget for the MMP Work Plan for year one in the amount of \$13,330. Thank you

A handwritten signature in black ink that reads "Tracy L. Byard". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

ICMA-CM

County Administrator
Oceana County
100 State Street, Suite M-4
Hart, MI 49420
(231) 873-4835