

BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE

Tyden Center Conference Room
121 South Church Street, Hastings, MI

Approved Meeting Minutes May 5th, 2023

Call to Order

Chairman Frank Fiala called the meeting of the Barry County Solid Waste Oversight Committee to order at 9:00 a.m.

Members Present:

Frank Fiala
Jay VanStee
Jodi Pessell
Sarah Nelson
Craig Stolsonburg
Sarah Moyer-Cale
Catherine Getty

Members Absent:

Matt Rosser
Jim Brown
Tom Rook

Members of the Public:

Rachel Frantz
Don Johnson
Jerrie Fiala

Approval of Agenda

Per Chairman Fiala, since we have a quorum present this morning, he would like to move agenda item VIII (A) (Recycling Coordinator Extension Contract) up so that it will now be item V; this was the whole reason for us changing the meeting date from the 12th to the 5th, so that we would have a quorum present.

Approval of Minutes

Motion to approve the April 14th, 2023 meeting minutes as presented made by Catherine Getty, seconded by Craig Stolsonburg and the minutes were approved by a unanimous vote.

Public Comment

None.

New Business: Recycling Coordinator Contract Extension

See Recycling Coordinator Contract Extension Proposal 2023 (emailed to the committee on 05/01/23).

Chairman Fiala stated that after reviewing the Recycling Coordinator Contract Extension Proposal 2023, that is exactly what he had in mind as far as the Summaries & Scope of Work and everything looks fantastic to him. However, he would like to have some discussion amongst this group in case anyone has any questions/concerns; the committee agreed with Frank's previous comment and did not have any questions/concerns.

Motion to recommend to the County Commissioners the acceptance of the Recycling Coordinator Contract Extension for an additional one (1)-year as present made by Catherine Getty, seconded by Sarah Moyer-Cale and the motion was approved by a unanimous vote.

New Business: Recycling Coordinator Contract Extension (Continued)

After some brief discussion, it was decided that Chairman Fiala will be at the next Committee of the Whole Meeting on Tuesday, May 16th to make this recommendation to the County Commissioners and Rachel Frantz will also make sure she is present at this meeting.

Recycling Coordinator February & March Reports (Rachel Frantz)

See Recycling Coordinator Report April 2023 (emailed to the committee on 05/01/23).

Treasurer's Report

See Treasurer's Report March 2023 (emailed to the committee on 05/01/23).

Chairman Fiala stated that someone submitted the bill for the deer pick up versus us giving the money to the Sheriff's Department and he thinks we need to talk to Luella Dennison at the County about this because historically, he thinks we have given the money to the Sherriff's Department and Sarah Moyer-Cale expressed that that is what she also recalls. So, Chairman Fiala requested that Sarah Moyer-Cale speak with both Luella Dennison as well as the Sherriff's Department about this.

Old Business: Plans for June 3rd Household Hazardous Waste (HHW) Collection

Jodi Pessell let the committee know that she did meet with Sarah Nelson & Rachel Frantz to discuss the flags/signs and she thinks they are pretty close to ordering those (they'll have them ordered in time for the June collection). She also stated that the HHW advertisement will be published in The Reminder on May 20th & 27th as well as in The Banner on May 25th, 2023.

Her concern though is that so far, we are lacking volunteers for this upcoming event and we just need to make sure that the Thornapple Kellogg football team is planning on showing up. She also sent emails to Dale Boulter, Liz Lenz and the head of the Sherriff's Posse to make sure everything is set with traffic controls; she only heard back from Liz Lenz so far, but will follow-up with Dale Boulter and the head of the Sherriff's Posse. She also expressed concern that she has not yet heard from Waste Management about them providing a dumpster out at the Fairgrounds there for this collection. Chairman Fiala replied that he thought Matt Rosser was going to have someone get in touch with Jodi about this, but maybe that fell through the cracks somewhere so he requested that Don Johnson (Matt Rosser's soon-to-be replacement on this committee) follow up with him on this. Jodi specified that she did receive an email from Matt stating that someone would be in touch with her about this, but as of right now she has still not heard from anyone.

Stoddard will be pick up the oil and Tom Rook will be delivering the empty containers. That Friday afternoon, she will go out to the Fairgrounds and get everything set up and as of right now we only have five (5) employees from the Health Department (we usually have around eight (8) employees) to help with the oil and counting cars. Rachel Frantz stated that she doesn't have an exact count for electronics recycling volunteers, but feels she's pretty set. Sarah Moyer-Cale shared that the City of Hastings still plans on having a few of their employees work this event, so she will follow-up with her people on this to confirm. Jay VanStee said he will reach back out to Jeff Dock, Thornapple Kellogg Football Coach, to reconfirm that his players will be there to volunteer; he said he should have ten (10) or more players for us.

New Business: Recycling Coordinator Contract Extension & Review Mini Grant Application(s)-Pierce Cedar Creek Institute

See Pierce Cedar Creek Institute's Mini-Grant Program Application (emailed to the committee on 05/01/23).

New Business: Recycling Coordinator Contract Extension & Review Mini Grant Application(s)-Pierce Cedar Creek Institute (Continued)

Chairman Fiala asked if anyone has any questions/concerns/comments regarding this application and Sarah Nelson stated that she thinks this is a really cool project as we have previously talked about the limited composting facilities in the county.

Motion to approve Pierce Cedar Creek Institute's Mini Grant Application for a compost bin made by Jay VanStee, seconded by Sarah Nelson and the motion was approved by a unanimous vote.

Public Comment

None.

Chairman Comments

Chairman Fiala wanted to share that just this morning he heard on the television that Michigan has been getting a general abundance of materials among other things (mostly from the states surrounding us) and an example they gave was "Michigan charges a tipping fee of \$0.39 cents per ton whereas Wisconsin charges a tipping fee of \$13.00 per ton" and that concept is why we're getting more refuse than other states. So, chairman Fiala asked Rachel Franz "isn't it true that the Legislation is going to increase (at the State level) a tipping fee on the landfills and they are going to use that money to form the new Materials Management Planning that we are wrestling with...that part didn't get wiped out or anything did it?" She responded that she cannot say for sure, but she doesn't remember reading anything about that in any of the documents, but she can look into it and let him know.

Chairman Fiala also expressed that he would like to have a couple of people put together kind of a recommendation for the Materials Management Planning Committee to include what it is, what the makeup of the 16 members are and then in general the kind of people that we should look for that, people that are active, involved, motivated, etc. He was hoping that himself, Rachel Frantz, Sarah Nelson and Catherine Getty could get together to work on this so we can then have it to present to the County Commissioners. Catherine Getty expressed she thought this is a fantastic idea and you have to be careful as to how you present this so it doesn't sound like we are demanding or dictating what they do.

Member Comments

Jay VanStee – None.

Jodi Pessell – None.

Sarah Nelson – wanted to share that she has some both exciting & non-exciting news; she will be leaving the Conservation District by the end of this month as she has accepted a position with Department of Natural Resources (DNR), which unfortunately means that she can no longer be on this committee because of the timing of the meetings. However, the good news is that Rachel has done a fantastic job (as we all have previously mentioned) and she is completely confident that Rachel will be able to continue with just as high quality of work that she has been doing. She is putting in the succession plan that she highly encourages the next person to take over this position (we might have to look at whether or not that person is a resident or not as she doesn't know if that would complicate things), but if not then that person maybe be someone from their Board; she thinks that this relationship has been very, very important and she would like to see that continue. She has really appreciated working with everyone over the last eight (8) years and she will definitely miss it.

Member Comments (Continued)

Everyone congratulated Sarah and expressed how much we will miss having her on this committee.

Craig Stolsonburg – None.

Catherine Getty – None.

Sarah Moyer-Cale – None.

Adjournment

The meeting was adjourned by Chairman Frank Fiala at 9:54 a.m.

Approved at the 06-09-2023 meeting

**Barry Conservation District
Recycling Coordinator Services
Contract Extension Proposal**

Attention: Barry County Solid Waste Oversight Committee

Proposal Date: May 5, 2023

Contractor Name: Barry Conservation District

Address: 1611 S Hanover St, Suite 105, Hastings, MI 49058

Project Contact: Sarah Nelson

Office Phone Number: (269) 908-4135

E-mail Address: sarah.nelson@macd.org

I. Proposal Summary

Barry Conservation District (henceforth "BCD") proposes a twelve-month contract extension for \$36,000 to continue to support the Solid Waste Oversight Committee (henceforth "SWOC") through the provision of Recycling Coordinator services. BCD proposes to bill upfront quarterly for these services, \$9,000 per three-month contract period.

This contract will include and be limited to:

- Services outlined in the full Scope of Work (see Appendix 1) **and** requested by the SWOC throughout the contract duration
- Membership to the Michigan Recycling Coalition (MRC)
- Attendance/per diem/mileage/room as needed for the MRC annual conference, spring conference, and regional meetings
- Printing expenses of up to \$500/year. We anticipate this money covering printing of informational materials for local units of government, as well as educational materials for school programs.

Any labor or materials not covered in the contract, but required, may be brought before the SWOC for approval.

II. Summary of Tasks Performed in Contract Year Two

Per the guidance of the SWOC, the second year of contracted Recycling Coordinator services focused on Shifting from relationship building to project building and support with municipalities, re-introduction of the SWOC mini-grant program, applying for and executing grants, electronics collection events, recycling education in schools, and the continuation of previously assigned services provided during the first year. For a full list of SWOC-identified priorities for the second contract, see Appendix 2.

Work done toward these priorities included:

- **Attending SWOC meetings and presenting progress reports-** 12 meetings/reports
- **Presenting to the Board of Commissioners-** introductory and materials management planning presentations, designed SWOC and Recycling Coordinator annual report flyers, HHW summary flyers
- **Materials Management Planning-** MMCE grant acquisition and deliverables, MMP overview presentations to all municipalities
- **School Outreach-** created Google Site for teachers to use with lesson plans, activities, and additional resources for materials management
- **Grant Acquisition-** applied for two grants for a total of \$26,000 in grant funding received

- **Keeping updated on training and news from recycling groups and sharing that information with the SWOC-** Michigan Recycling Coalition, National Recycling Congress, EGLE, Nexcycle, National Zero Waste Conference, webinars, E-scrap news, Plastics Recycling Update, Recycling Resource News, and Waste Dive.
- **Assisting with HHW collection-** worked with Eaton County to apply for additional tire grant for 2023 events, applied for EGLE grant to fund electronics collection, and worked with Padnos to schedule three collection events for 2023.
- **Maintain a social media page-** 154 posts, >24,000 reach, 188 likes, and 240 followers
- **Creating a recycling column/writing articles-** published 11 articles
- **Website updates-** kept information on the website up to date, created online recycling and disposal guide, updated and redesigned recycling and disposal guide, added *Resources for Teachers* page
- **Community presentations-** 4

III. Summary of Additional Tasks Proposed and Justification for Extension of Contract and Increase in Costs

1. **Increase in Cost-** Includes a 4% raise for the Recycling Coordinator to try to keep up with inflation and additional funding for electronics collections and other weekend events outside normal business hours.
2. **Materials Management Planning-** During the second year, the Recycling Coordinator applied for and received the *Materials Management County Engagement* grant, worked with all municipalities to submit materials management data to the Municipal Measurement Program through Re-Trac, and completed a final report with recommendations for future materials management planning for the county. The new Michigan legislation requires each county to write a materials management plan to replace solid waste management plans. **Pending the Board of Commissioners' approval, the Recycling Coordinator will serve on the new Materials Management Planning Committee to provide valuable feedback and direction for the plan update. Timing will greatly depend on the State.**
3. **No reduction in services provided during the second year-** All of the items that we have mentioned are in addition to the services that were provided during contract year two **Adding additional services without ceasing to provide the current level of services from years one and two will naturally increase how much time and, by extension, how much money is needed to provide the services.**

This proposal was submitted on April 28, 2023, by: Sarah Nelson
 Executive Director, Barry Conservation District 1611 S. Hanover St, Suite 105
 Hastings, Michigan 49058
 (269) 908-4135
 sarah.nelson@macd.org

Appendix 1
FULL SCOPE OF WORK
Recycling Coordinator Tasks

Administrative Assistance to the Solid Waste Oversight Committee (SWOC)

- Attend SWOC committee and subcommittee meetings, provide monthly progress reports to the SWOC
- Administer the County's Solid Waste mini-grant program and provide technical assistance to applicants
- On behalf of the SWOC, report to the County Board of Commissioners to provide program updates
- Coordinate with neighboring county recycling programs
- Serve as a representative in recycling user groups

Solid Waste Management Planning

- Assist with Materials Management Planning at the direction of the SWOC
- Serve on the Materials Management Planning Committee

Household Hazardous Waste Collection Events

- Assist with Household Hazardous Waste collection events under the direction of the BEDHD and the SWOC

Recycling Outreach and Education to County Residents

- Write educational articles and press releases
- Produce printed materials. Once SWOC-approved, print and distribute these materials
- Maintain and serve as the primary contact for the website: barrycountyrecycles.org and social media pages: Facebook and YouTube
- Produce online/electronic content to be published on the website and social media
- Participate in public events
- Coordinate volunteer efforts as needed
- Develop and present programs to educate residents, community groups, businesses, and waste haulers regarding recycling, the Solid Waste Management Plan, and other waste management activities
- Work with community groups to promote recycling awareness in the local schools

Assistance to Local Units of Government (LUG)

- At the direction of the SWOC, serve as a liaison to local units of government within Barry County, and offer support in the following ways:
 - Initiate new programs
 - Assist with educational and publicity efforts
 - Disperse information on recycling in Barry County and resources available
 - Initiate and/or advises on cooperative programs between the SWOC and LUGs

April 2023 Report

Recycling Coordinator Task Deliverables

Administrative Assistance to the Solid Waste Oversight Committee (SWOC)

- *Attend SWOC committee and subcommittee meetings, provide monthly progress reports to the SWOC*
 - Attended April 14 SWOC meeting and provided written and verbal progress report.
- *Administer the County's Solid Waste mini-grant program and provide technical assistance to applicants*
 - Submitted request for payment to close out Prairieville Parks and Recreation grant (4/18)
 - Received grant proposal from Pierce Cedar Creek Institute (4/17)
- *Serve as a representative in recycling user groups*
 - Recycling News
 - "A Mega Data Final report was developed to highlight five major categories of data collection: access, infrastructure, program data, education and policy. Through these categories, the current status of materials management infrastructure and programs in Michigan are identified"
www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/MMD/Materials-Management-Michigan/Mega-Data-Final-Report-2023.pdf
 - **Flint gets \$4.3 million to provide recycling carts for residents** "Mayor Sheldon Neeley announced up to a \$3.3 million grant from a national nonprofit organization, The Recycling Partnership, and \$1 million from the Michigan Department of Environment, Great Lakes and Energy. The money will be spent on providing a free 96-gallon recycling cart with a lid for every single-family home in the city. Neeley said the grants will vastly improve the city's household recycling program"
www.abc12.com/news/local/flint-gets-4-3-million-to-provide-recycling-carts-for-residents/article_270532c2-dd4e-11ed-9197-0bb62fe68686.html
 - **Michigan boosts recycling rate 5% in five years** "State environmental regulators said the statewide recycling rate rose from 14.25% prior to 2019 to 19.3% last year, and estimates show current rates exceed 21%"
www.mlive.com/public-interest/2023/04/michigan-boosts-recycling-rate-5-in-five-years.html
 - "This really removes a barrier to entry," Tessin said. "Folks that weren't inclined — or didn't have the time to begin recycling on their own — that (recycling) cart is going to come with instructions on how to start recycling. Everybody will now have an easy way to begin recycling."
www.mlive.com/news/saginaw-bay-city/2023/04/rollout-of-new-trash-recycle-bins-begins-in-saginaw-county.html

Solid Waste Management Planning

- *Assist with applying for a Materials Management Planning grant and implementation of the grant, at the direction of the SWOC*
 - Presented MMP information to: Carlton Township (4/10), Barry Township (4/11), Johnstown Township (4/12), and Village of Nashville (4/13)

Household Hazardous Waste Collection Events

- *Assist with Household Hazardous Waste collection events, under the direction of the BEDHD and the SWOC*
 - Contacted Environmental Rubber Recycling to confirm three trailers for June 3rd event.
 - Contacted Padnos to confirm trailer for electronics collection at all 2023 events
 - Completed and returned collection agreement for June 3rd event

Recycling Outreach and Education to County Residents

- *Write educational articles and press releases*
 - Submitted *Reducing while Spring Cleaning* to the Hastings Reminder (4/15)
- *Produce printed materials. Once SWOC-approved, print and distribute these materials*
 - Hosted table and distributed the *Recycling 101* flyer, business cards, and recycling kids activity sheets at the Earth Day Expo (4/22)
- *Update and reformat the 2Go-Zero (Recycling and Disposal) Guide*

- Presented draft guide to SWOC at April meeting and made final changes/adjustments
- Gathered quotes for printed disposal guide to distribute at municipal offices/county
- Published on website
- *Produce online/electronic content to be published on the website and social media*
 - Published social media posts to compliment the Reminder article
- *Participate in public events*
 - Tabled at Barry Earth Day Expo (4/22)
- *Develop and present programs to educate residents, community groups, businesses, and waste haulers regarding recycling, the Solid Waste Management Plan, and other waste management activities*
 - Led activities 4-H Spin club at Star Elementary with eight students grades 3-5
- *Work with community groups to promote recycling awareness in the local schools*
 - Followed up with four teachers/administrators who submitted *Recycling in School* surveys and requested more information.
 - Led recycling activities at 4-H Spin club at Star Elementary School with 3rd - 5th grade students on April 20
 - 8 students

Assistance to Local Units of Government (LUG)

- *At the direction of the SWOC, serve as a liaison to local units of government within Barry County, and offer support in the following ways: Initiate new programs: Assist with educational and publicity efforts, Disperse information on recycling in Barry County and resources available, Support developing bid specifications and contracts for private sector services to municipalities, Initiate and/or advises on cooperative programs between the SWOC and LUGs, and Update the Recycling Program Recommendations and Action Plan as new information is provided.*
 - Attended LUG meetings to present MMP information and HHW and E-waste collection dates and locations
 - Sent out request for feedback for next recycling coordinator contract to SWOC, county commissioners, and local municipalities

Barry County Solid Waste Oversight Committee Mini-Grant Program – Grant Application Form

Name of applicant

Catherine Hart-Jansma

Organization represented

Pierce Cedar Creek Institute

Address of applicant

701 W. Cloverdale Rd.

Contact name, email, and phone number

Catherine Hart-Jansma, chart-jansma@cedarcreekinstitute.org, 269-721-4131

Total project cost*

\$6,990

**Please also attach a full project budget, detailing costs*

Amount of grant request (maximum \$4000)

\$4,000

Amount of matching funds (minimum 33% of total project)

\$2,990

Source of matching funds

Donations from members: \$1,390
PCCI General Operating Fund: \$1,600

Project name

Compost Bin

As an environmental education center, the Institute is, by definition, focused on providing environmental education opportunities in line with its mission of inspiring appreciation and stewardship of our environment for community members of all ages. These educational opportunities take many forms including community programs, school field trips, guided hikes, restoration projects, conservation efforts, and trail signage. Despite their differences, the ultimate goal of these opportunities is the same: by learning more about the environment, people will care more about the environment and will be more likely to take some form of action to protect the environment.

Therefore, with environmental protection at the core of its education efforts, the Institute has an opportunity to be a leader in the community's climate change mitigation efforts. One of the first steps the Institute will take in this leadership role is to reduce the amount of waste produced by increasing composting efforts, especially of food waste, and integrating biodegradable products into its day-to-day operations. On a national level, food waste is a major contributor to climate change. As it rots, it produces methane, a powerful greenhouse gas. By composting uneaten food instead of throwing it away, the Institute will reduce the amount of methane released from local landfills, which will help mitigate climate change. While the Institute has composted kitchen food waste and organic materials on a small scale for many years, its potential positive impact on the climate has been limited. The existing structure's three bays only have a capacity of 6 cubic yards, which significantly limits the amount of biodegradable waste that can be composted. But that will soon change.

In 2023 the Institute will break ground on an investment into a new composting structure that will increase our capacity. The new structure will be constructed in cement and will include a platform and 3-bays, each of which is 7' x 5' x 5' (175 cubic feet). This installation is modeled after a composting structure recently installed by the Gun Lake Tribe. Along with increasing the Institute's composting capacity, the size of the bays serves two more purposes: they are wide enough for a tractor to enter, which makes turning the pile easier, and they are deep enough to allow the materials in the pile to decompose more quickly.

By installing this compost bin, the Institute will work to achieve five main goals:


1. Compost 100% of biodegradable waste produced on the property;
2. Reduce the amount of waste sent to landfills in our community;

3. Increase awareness of the impact of inappropriate waste disposal on climate change;
4. Provide educational workshops to give community members the knowledge needed to begin composting at home. We will also include compost education to the school children who participate in field trips to the Institute each year.
5. Serve as a demonstration site for other organizations looking to integrate composting into their waste management program.

The expenses for this project, as detailed in the budget below, include the labor and materials for the installation, which will be done by Cabral Construction from Hastings, moving an existing shed to accommodate the compost bin, and a compost thermometer, which will be used to measure the temperature of the pile and determine the efficiency of the composting process.

Compost Bin Budget	
EXPENSES	
Item	Total Cost
Cabral Construction: Labor and Materials <ul style="list-style-type: none"> • Relocation of existing shed • 6" Concrete slab with rerod and reinforcing wire • Concrete block walls with rerod core fill and pinned to concrete slab • Concrete caps on top of the block walls 	\$6,900
48" Compost Thermometer	\$90
Total Expenses	\$6,990
REVENUE	
Item	Total Cost
Grant from Barry County Solid Waste Oversight Committee	\$4,000
Donations from Institute Members	\$1,390
PCCI General Operating Fund	\$1,600
Total Revenue	\$6,990

Signature of grant applicant



Date of submittal

4-17-23

To be completed by BCSWOC:

Date application received _____

Approved (Y/N) _____

Note: Upon grant award, BCSWOC will prepare a grant agreement for approval by the BCSWOC and the grantee specifying in detail the work to be completed through the use of grant funds, schedule for completion of such work, the required local matching funds and how such funds are to be used, and other details, terms and conditions as applicable to each grant. No work shall be completed prior to the parties entering into the grant agreement unless otherwise authorized by the BCSWOC in writing.

BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE

TYDEN CENTER CONFERENCE ROOM, HASTINGS MI

SIGN-IN

MAY 5TH, 2023

NAME

1. Jay VanStee
2. Jodi Pease
3. Sarah Nelson
4. Frank Fiala
5. JERRIE FIAA Guest
6. CRAIG STOLKUS
7. Catherine Certy
8. Sarah Mayer-Carty COH
- 9.
- 10.
- 11.
- 12.

EXCUSED

- 1.
- 2.
- 3.
- 4.

GUEST

- Rachel Frantz
- Don Johnson
-
-

Barry County Solid Waste Oversight Committee
Tyden Center Conference Room, Hastings, MI

May 5, 2023

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of April 14, 2023, Meeting Minutes
- IV. Public Comment
- V. Recycling Coordinator Report
- VI. Treasurer's Report
- VII. Old Business
 - A. Plans for June 3 HHW Collection
- VIII. New Business
 - A. Recycling Coordinator Contract Extension
 - B. Review Mini Grant Application(s):
 - 1. Pierce Cedar Creek Institute
- IX. Public Comment
- X. Chairman Comment
- XI. Member Comment
- XII. Adjournment

Attached documents:

Attachment 1: April 14 Draft Minutes

Attachment 2: April Recycling Coordinator Report

Attachment 3: Recycling Coordinator Contract Extension

Attachment 4: Pierce Cedar Creek Institute Mini Grant Application

*2023 HHW Collection Dates: June 3 and September 23 at Barry Expo Center
Electronics Only: July 15 at Nashville Transfer Station*