

**Official Proceedings of the
Northeast Michigan Materials Management Authority (NMMMA)
January 25, 2024- 9:30 a.m.**

The Northeast Michigan Materials Management Authority (NMMMA) met in Regular session on Thursday, January 25, 2024 at 9:30 a.m. at the Charter Township of Alpena, 4385 US-23 N., Alpena, MI 49707.

Directors Present:	Cindy Johnson	City of Alpena
	Rachel Smolinski	City of Alpena
	Laura Ellery-Somers	Charter Township of Alpena
	Nathan Skibbe	Charter Township of Alpena
	Bill LaHaie	County of Alpena
	Eric Smith	Green Township
	Mary Sue Thomson	Long Rapids Township
	Lenore Kasubowski	Maple Ridge Township
	Randy Fairbanks	Ossineke Township
	Gary Stephan	Sanborn Township
	Ron Lucas	Wellington Township
	Don Gilmet	Wilson Township
 Directors Absent:	 John Kozlowski	 County of Alpena
 Others Present:	 Stan Mischley	 ARRF
	Mallory Miller	HOLCIM
	Lisa Strbik	HOLCIM
 Others(s) via Zoom:	 JD Lindeberg	 RRS
	Annie White	RRS
	Elisa Stelzer	RRS
	Mike Gonzalez	The Alpena News

Vice-Chair Johnson called the meeting to order at 9:30 a.m. followed by the Pledge of Allegiance. Vice-Chair Johnson welcomed new Director LaHaie representing the County of Alpena, Director John Kozlowski was excused.

ROLL CALL

Roll call was taken; the following Board Directors were present: Vice-Chair Johnson, Treasurer Smolinski, Secretary Ellery-Somers, Director Skibbe, Director LaHaie, Director Smith, Director Thomson, Director Kasubowski, Director Fairbanks, Director Stephan, Director Lucas and Director Gilmet. Absent Director Kozlowski.

ADOPTION OF AGENDA

Moved by Director Gilmet and supported by Director Kasubowski to approve the agenda, as presented. Motion carried by unanimous voice vote.

AMEND AGENDA

Moved by Secretary Ellery-Somers and supported by Director Fairbanks to move New Business Item D Closed Loop Partnership Term Sheet and Resolution 2024-01 as the first item of business under RRS-Resource Recycling Systems update. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

MINUTES-CONSENT CALENDAR

Moved by Treasurer Smolinski and supported by Director Kasubowski to approve the December 14, 2023 minutes and consent agenda as presented. Motion carried by unanimous voice vote.

FACILITY UPDATE

Facility Manager Stan Mischley provided a manager's report. The recycling report submitted to the State of MI (October 1, 2022-September 30, 2023), container report Jan-Dec 2023 and recyclables shipped Jan-Dec 2023 reports were all emailed to the board on 1-22-24.

CLOSED LOOP PARTNERSHIP TERM SHEET & RESOLUTION

JD Lindeberg, President, RRS presented the Closed Loop Partnership Term sheet and Resolution 2024-01. (refer to the document for details)

Director Gilmet left at 9:47 a.m.

Moved by Treasurer Smolinski and supported by Director Smith to approve Resolution 2024-01 of the Northeast Michigan Materials Management Authority Board of Directors in support of its loan term sheet with Closed Loop Fund, LP as presented. Roll call vote was taken: AYES: Treasurer Smolinski, Secretary Ellery-Somers, Director LaHaie, Director Skibbe, Director Smith, Director Thomson, Director Kasubowski, Director Stephan, Director Lucas, Director Fairbanks and Vice-Chair Johnson. NAYS: None Absent: Director Kozlowski and Director Gilmet. Motion carried unanimously.

NEW MRF PROJECT AND FUNDING UPDATE

USDA GRANT

Annie White, Senior Consultant, RRS provided an update on the new MRF Project and gave a funding update. We are working through the process of how the USDA federal appropriation funding will be distributed and allocated throughout the year. We will continue working on a relationship for grant funding administration. The environmental assessment will be done as soon as possible.

THE RECYCLING PARTNERSHIP

Annie White, Senior Consultant, RRS provided an update on The Recycling Partnership. A PET Recycling Fund Grant proposal was applied for and is due on 1-17-24 in the amount of \$67,000.00.00. This would cover a portion of MRF equipment.

Ms. White also informed the board of a Polypropylene Recycling Grant that was applied for in the amount of \$35,000.00 that is due by the end of February. It is basically the same proposal as the PET Recycling Fund Grant. We will need to price out the markets and understand the conditions of the grant. There may also be additional outreach funds available up to \$70,000.000. We do expect to get something, but do not know the exact amount.

MATERIALS MANAGEMENT PLANNING

Elisa Stelzer, Senior Consultant, RRS gave an update on the Materials Management Planning process. The state officially called for plans at the end of December 2023 with a January 8, 2024 start date. There are 6 months that counties will have to go through a series of steps to demonstrate their interest in developing a plan.

RRS provided Alpena County with a proposal to support their planning efforts and for Alpena to be the designated agency for a multi county area including those counties where we are intending to draw recyclables for processing at our regional facility.

Alpena County authorized RRS to support Phase 1 of the proposal. RRS presented another proposal to take Alpena County all the way through the process from Phase 1 through the implementation. Only Phase 1 has been approved so far by Alpena County. The proposal is set up in such a way that the more counties that end up planning with RRS the less the cost will be to Alpena County. Phase 1 work will be done in the first quarter of the year, they will determine which adjoining counties will want to plan with Alpena County, development an Interlocal Agreement that aligns with all of the requirements of EGLE and then will prepare an official notice of intent for Alpena County to submit.

A proposal for Phase 2 was also submitted to Alpena County, but hasn't been authorized yet. There are additional steps that will need to be done before funding is available from EGLE. A Materials Management Committee and a development of a work program will need to be set up. We have 6 months to do this, but the sooner it's done, the sooner we get the funding. The Materials Management Planning Committee will be developed for Phase 2 that will consist of Kim MacArthur

from the Commissioners' Office. She will also be coordinating the meetings. There will also be two Alpena County Commissioners, along with Diane Rekowski. RRS will develop a funding request to submit to the state. After the required steps are complete, the funds will be available.

Elisa Stelzer stated that Iosco County wants to plan with the County of Alpena. Alpena County has a copy of the planning proposal. A few Alpena County Commissioners have reached out to other counties. She also suggested that a letter be sent out to the other counties as a request to plan.

The tipping fee will also be discussed and Diane Rekowski will assist with this.

OTHER TECHNICAL ASSISTANCE ACTIVITIES

Annie White, Senior Consultant, RRS gave an update on EDA funding opportunities. Build to scale was discussed and included a site visit. Short term options were discussed and how to implement. A conveyor for shredded paper to go directly to bale was discussed. Other items discussed were ways to track in real time the fullness of bins, labor costs, ways to reduce labor, etc. RRS will provide support and will bring options to future meetings.

FACILITY UPDATE CONTINUED

Manager Mischley requested that the County, City and all eight townships add a link to the website named: alpenarecycling.org/discovernortheastmichigan. We are currently keeping the website housed under NEMCOG. alpenarecycling.org. This is not the same as our domain.

Manager Mischley is working with RRS on converting one bin for all plastics/small metal located behind the former Neiman's. We will then convert another bin for just cardboard.

Beginning Monday there will be a new schedule at the facility. Manager Mischley explained that he cannot do inspections on truck; it has to be done by the driver.

Manager Mischley explained that the crew is always playing catch up. Discussion was held to possibly closed on Wednesdays to use that day to catch up. More discussion will take place at the next meeting.

FINANCIAL REPORTS

Treasurer Smolinski reported that the surcharge revenue is expected to come in during the first quarter of 2024. We were able to pay all of the bills due to the surcharge money coming in. As of today, we have received \$155,920.93 of the surcharge money. We will begin paying off the line of credit next month.

We did receive the full \$500,000.00 allocation from the county. The funds are in a MRF money market account and is earning 2%.

Treasurer Smolinski is working with our bookkeeper to prepare for our first audit coming up, which needs to be completed by the end of June. Straley, Lamp & Kraenzlein P C will be performing our audit.

The December 31, 2023 financial reports that includes the Balance Sheet and Revenue & Expenditure reports from County Treasurer were emailed to the board on 1-22-24.

The December 31, 2023 Financial Reports listed below from Treasurer Smolinski were emailed to the board on 1-22-24.

- a) 12-31-23 Balance Sheet Summary
- b) 12-31-23 Balance Sheet Detail
- c) Jan-Dec 2023 General Operations Budget vs Actual Budget FY23 & FY23 P & L
- d) Jan-Dec 2023 New Facility Project Budget vs Actual Budget FY23 & FY23 P & L
- e) Permit Accrual Worksheet
- f) RRS Invoice #SIN003627-December Monthly Labor Billings \$10,283.25
- g) Huron Engineering Invoice #5991-Services rendered through 12-3-23
\$2,425.00

Moved by Secretary Ellery-Somers and supported by Director Kasubowski to receive and file the 2023 December financial reports and to approve the payment of bills and to include the RRS invoice-monthly labor billing in the amount of \$10,283.25 and Huron Engineering in the amount of \$2,425.00 from the MRF account as presented. Roll call vote: AYES: Treasurer Smolinski, Secretary Ellery-Somers, Director LaHaie, Director Skibbe, Director Smith, Director Thomson, Director Kasubowski, Director Stephan, Director Lucas, Director Fairbanks and Vice-Chair Johnson. NAYS: None Absent: Director Kozlowski and Director Gilmet. Motion carried unanimously.

LAND LEASE AGREEMENT WITH COUNTY OF ALPENA

Treasurer Smolinski provided an update on the Land Lease Agreement with County of Alpena. The date of the lease needs to be changed. She will reach out to airport manager and will bring it back no later than March. Moved by Clerk Ellery-Somers and supported by Vice-Chair Johnson to postpone the Land Lease Agreement with the County of Alpena until the next meeting. Motion carried by unanimous voice vote.

NEXT MEETING DATE

Discussion was held on moving the NMMMA meeting from Thursday, February 22, 2024 to Thursday, February 29, 2024 at 9:30 p.m. Moved by Treasurer Smolinski and supported by Director LaHaie. Motion carried by unanimous voice vote.

SNOW REMOVAL AROUND BINS

Vice-Chair Johnson asked that snow plowing and/or removal around recycling bins be done as often as possible to help the driver empty the bins. Green Township needed to move the bin due to snow removal.

SHREDDER/CONVEYOR/BALER IMPLEMENTATION PROJECT PROPOSAL

RRS Annie White presented the Shredder/Conveyor/Baler Implementation Project Proposal. We are looking for ways to speed up the process of getting the shredded paper to the baler. Carrie from RRS has a way we can retrofit it for our purpose for \$2,000. It will cut down on time to bale the paper. It can save us \$760.00 per month, based on \$19 per hour. We will look at labor costs again when we get into the busy season.

Further discussion took place that if we put money into the baler, it will be a piece of machinery that we can use at the new facility. This will work great for a short-term operation and will improve efficiency. The cost benefit will help with our current labor costs.

Moved by Director LaHaie and supported by Director Smith to approve the Shredder/Conveyor/Baler Implementation Project Proposal, not to exceed \$5,000.00 from the general maintenance for equipment and repairs as presented. Roll call vote was taken: AYES: Vice-Chair Johnson, Treasurer Smolinski, Secretary Ellery-Somers, Director Skibbe, Director Kozlowski, Director LaHaie, Director Smith, Director Thomson, Director Kasubowski, Director Fairbanks, Director Stephan, Director Lucas and Director Gilmet. NAYS: None Absent: None. Motion carried unanimously.

GRANTS AND FUNDRAISING UPDATE

General Operations: per Treasurer Smolinski, there is nothing to report at this time. She stated that we are in January and have two events coming up: Clean Up Day, May 4, 2024 and Electronics Day, June 1, 2024. Vice-Chair Johnson is working finding someone to head up the fundraising.

Treasurer Smolinski reported that we have \$16,100.00 in revenue for sponsorships. We need to work on getting some corporate sponsorships.

Treasurer Smolinski will work on a letter showing the value of sponsorships. She has been working with HOLCIM and DTE. Director Skibbe is working with ITC on sponsorship and has kept the line of communication open.

We also need to fundraise for operations. We need to put the fundraising package on all of the websites. We asked RRS if they could come up with tiers and graphic design.

Discussion was held to put our logo on the bins and at the facility.

Vice-Chair Johnson asked Annie White of RSS to look for grants to purchase roll off bins. Manager Mischley stated that the cost of a bin is around \$8,000.00.

Director Stephan offered to work with the legislature on tax credits, help in promoting recycling, assistance in running the operation and financials.

Our new truck should arrive in the summer or fall. will help to keep us and to keep our truck moving. We do have a part time driver (because it is all we can afford right now) and need to keep our truck moving.

Manager Mischley informed the board that Chad LaCross (from across the street) donates to us. Treasurer Smolinski requested documentation of this for recordkeeping purposes.

We can ask RRS and MRC to reach out to our representatives to ask about more money.

Discussion was held that if we can get the tipping fee it will help to get phase 1 done.

Treasurer Smolinski reported that we will get half of the money from the 2024/2025 Electronics grant.

Sponsorships: Treasurer Smolinski stated that we need to develop a value proposition for various stages of sponsor contributions.

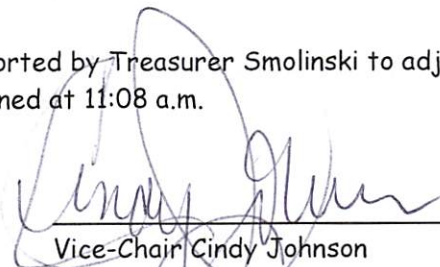
Director Stephens asked if Omni, for example is doing their own sponsorships. We could look at our current list of who has a business and use that. He stated that he would approach businesses in Sanborn Township to become sponsors.

Manager Mischley stated that we have approximately 30 business permits.

ADJOURNMENT

Moved Secretary Ellery-Somers and supported by Treasurer Smolinski to adjourn. Voice Vote, Motion carried unanimously. Meeting adjourned at 11:08 a.m.


Secretary Laura Ellery-Somers


Vice-Chair Cindy Johnson