

**Official Proceedings of the  
Northeast Michigan Materials Management Authority  
(NMMMA) October 23, 2025 - 10:30 A.M.**

The Northeast Michigan Materials Management Authority (NMMMA) met in Regular session on Thursday, October 23, 2025, 10:30 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
	John Kozlowski	County of Alpena
	Bill LaHaie	County of Alpena
	Mary Thomson	Long Rapids Township
	Julia Silkworth	Maple Ridge Township
	Abbi Kaszubowski	Charter Twp of Alpena
	Laura Ellery-Somers	Charter Twp of Alpena
	Randy Fairbanks	Ossineke Township
	Gary Stephan	Sanborn Township
Directors Absent:	Eric Smith	Green Township
	Ron Lucas	Wellington Township
	Don Gilmet (Zoom)	Wilson Township
Others Present:	Daniel Droste “DJ”	EGLE
Public Comment:	None	
Others via Zoom:	None	

Chair Johnson called the meeting to order at 10:30 a.m. followed by the Pledge of Allegiance.

## **ROLL CALL**

Roll call was taken: the following Board Directors were present: Chair Johnson, Vice-Chair Kozlowski, Treasurer Smolinski, Secretary Kaszubowski, Director Silkworth, Director LaHaie, Director Ellery-Somers, Director Thomson, Director Fairbanks, Director Stephan. Absent: Director Smith, Director Lucas, Director Gilmet (present via Zoom).

## **ADOPTION OF AGENDA**

Moved by Director LaHaie and supported by Treasurer Smolinski to adopt agenda as printed with additions. Motion carried unanimously via voice vote.

## **ADOPTION OF CONSENT AGENDA**

Moved by Treasurer Smolinski and supported by Director Stephan to remove minutes from September 25<sup>th</sup> 2025 off consent agenda. Motion carried unanimously via voice vote.

Moved by Director Ellery-Somer and supported by Director Silkworth to approve the consent agenda. Motion carried unanimously via voice vote.

## **NEW BUSINESS**

### **1.) GAP FINANCING FOR EQUIPMENT**

- The board discussed short-term financing options to address cash flow issues with Alpena Alcona Area Credit Union. This financing is needed to pay the large deposit for the MRF equipment while waiting for reimbursement funding through Eagle.
- The credit union has approved a loan of up to \$300,000 for MRF equipment with a term up to 15 years at 6% interest. There's no penalty for early repayment, which is expected to happen next year when reimbursement funds arrive.
- Machine X has been accommodating with payment terms. Initially requiring a 10% down payment (~\$200,000), they accepted \$30,000 to lock in the order with the remaining \$170,000 due by year-end.
- The authority needs to secure \$200,000 in gap financing to cover the required deposit for the sort machine (10% of the total \$2.1 million cost), as they don't currently have the free cash available.

- Funding for the sort line comes from multiple sources including the EGLE infrastructure grant and bonds that will be issued. Once paid, they can submit for 80% reimbursement on the deposit portion.

Moved by Treasurer Smolinski and supported by Director Stephan to approve entering into a loan agreement with AAACU for up to \$300,000 for MRF equipment for a term of 15 years at 6.000% and authorize Treasurer Smolinski to sign any documentation.

Roll Call was taken: AYES: Chair Johnson, Vice-Chair Kozlowski, Treasurer Smolinski, Secretary Kaszubowski, Director Silkworth, Director LaHaie, Director Ellery-Somers, Director Thomson, Director Fairbanks, Director Stephan. NAYES: None. Absent: Director Smith, Director Lucas, Director Gilmet. Motion carried.

## 2.) TRUCK ACQUISITION FOR FACILITY MAINTENANCE

- ED Barr presented a proposal to lease a pickup truck for facility maintenance, particularly for plowing the steep hill at the facility, which cost approximately \$5,000 in contracted plowing services last winter.
- The proposed lease would be for a 2025 one-ton truck at \$725/month for 36 months with a 7,500 mile annual allowance. An additional \$8,000-\$10,000 would be needed to outfit it with a plow.
- The board discussed lease vs. purchase options for a GMC Sierra one-ton truck, with leasing offering maintenance coverage but purchasing being more cost-effective long-term. After three years, the purchase price would be \$54,265.
- Financing options were explored including extending payments over 7 years and potentially including the plow purchase in the financing. Interest rates for vehicle loans were noted to be around 6%.
- The board considered implications of installing a plow on a leased vehicle, noting potential issues with modifications and mileage limitations. Concerns were raised about exceeding the 7,500 mile annual limit if leasing.

Moved by Treasurer Smolinski and supported by Director Ellery-Somers to authorize ED Barr to pursue the purchase or lease of a GMS Sierra 1 ton through Buick GMC and provide a deposit up to \$1,000 to secure the purchase or lease and evaluate adding a plow to the lease or purchase, paid from the general fund.

Roll Call was taken: AYES: Chair Johnson, Vice-Chair Kozlowski, Treasurer Smolinski, Secretary Kaszubowski, Director Silkworth, Director LaHaie, Director Ellery-Somers, Director Thomson, Director Fairbanks, Director Stephan. NAYES: None. Absent: Director Smith, Director Lucas, Director Gilmet. Motion carried.

### 3.) ROLL OVER OF PTO

ED Barr has 64 hours of PTO time that will not be used by the end of the year. Treasurer Smolinski recommends allowing 40 hours to be rolled over to next year due to the extenuating circumstances of his schedule this year. It is a common practice and NMMMA may consider updating the employee handbook as well. Director Stephan voice his concern regarding rolling over too many hours when there are pay raises but felt that 40 hours was acceptable.

Moved by Director Ellery-Somers and supported by Treasurer Smolinski to allow 40 hours of rolled over PTO for ED Barr.

Roll Call was taken: AYES: Chair Johnson, Vice-Chair Kozlowski, Treasurer Smolinski, Secretary Kaszubowski, NAYES: None. Absent: Director Smith, Director Lucas, Director Gilmet. Motion carried.

## **FINANCIAL REPORTS**

### 1.) BUDGET ADJUSTMENTS

- Budget adjustments were proposed to carry NMMMA through the end of 2025. The adjustments show taking \$33,000 from their line of credit, though this may not be necessary depending on actual material intake revenue.
- To address cash flow challenges at this time of year, \$15,000 was recently pulled from their line of credit while waiting for MOA revenue. The organization moved HAZMAT disposal savings into the checking account.
- Financial reports show the organization at 77% of total income (against 75% target), 68% of payroll expenses, and 74% of total expenses by the end of September, indicating they are on track with the budget.
- The board reviewed budget adjustments needed due to operational changes including the addition of a baler and Iosco County joining

operations. Cash flow typically becomes tight in October before surcharge payments arrive.

- A significant budget error was discovered where \$36,000 in roll-off revenue was still included in the budget despite that service no longer being offered, requiring substantial adjustments.

## 2.) IOSCO COUNTY PROGRAM

- Iosco County's new recycling program is scheduled to launch in the first week of November. Revenue projections were conservatively estimated based on approximately three pickups per week, the increase in operations will help address the recycling center's current shortage of paper and cardboard materials.
- The program includes three collection sites: Oscoda school, Tawas ice rink, and Whittemore Township Hall. The county has invested in concrete pads, fencing, and camera systems at all locations.
- There's significant public demand for the program as residents have been waiting since passing a dedicated millage. Many people have been asking when they can start using the service they're already paying for.
- Concerns were raised about site accessibility, particularly at the Oscoda school location where sports events could block container access. The superintendent promised to ensure clear access for pickup vehicles.

Moved by Director Ellery-Somers and supported by Director Stephan to approve the budget adjustments as presented.

Roll Call was taken: AYES: Chair Johnson, Vice-Chair Kozlowski, Treasurer Smolinski, Secretary Kaszubowski, Director Silkworth, Director LaHaie, Director Ellery-Somers, Director Thomson, Director Fairbanks, Director Stephan. NAYES: None. Absent: Director Smith, Director Lucas, Director Gilmet. Motion carried.

Moved by Director Fairbanks and supported by Director LaHaie to receive and file the September 2025 financial reports. Motion carried unanimously via voice vote.

## EXECUTIVE DIRECTOR REPORT

### 1.) SALE OF RECYCEABLES

- Currently holding 2.5 truckloads worth of plastic as the American market has crashed. ED Barr has a counterpart in Canada building a new area to process plastic and should be able to take NMMMA's plastic by the end of the year. The old baler was scraped but the invoice hasn't been received yet.

### 2.) CASHLESS FACILITY

- Management is exploring the possibility of creating a cashless facility. This is being considered partly due to the potential fraud risk of having 3-4 different people handling cash.

Moved by Director Ellery-Somers and supported by Director Stephan to effective January 1<sup>st</sup>, 2026, no longer accept cash at the recycling facility and add the transaction fee for car payments. Motion carried unanimously via voice vote.

### 3.) BUSINESS RECYCLING INITIATIVES

- The center is actively seeking business partnerships to increase cardboard and paper recycling volume; with Panel Processing already committed to providing cardboard. A press release announcing the business recycling initiative will be published.
- A proposal was discussed to place a temporary cardboard collection bin in the City Hall parking lot once a week specifically for downtown businesses, which would be promoted through the DDA (Downtown Development Authority).
- There was discussion about leasing roll-offs to businesses and landlords who could then divide the costs among their tenants, creating a second income stream for the recycling program while expanding service.
- Members debated the fairness issue of waiving fees for businesses while residents pay \$25/year through county fees that support program infrastructure, equipment, and personnel costs.
- There was discussion to reduce business membership fees from \$360/year to \$50/year starting January 2026 and waive fees entirely for the remainder of 2025 to encourage more business participation in cardboard recycling.
- This will be discussed again at the December meeting.

#### 4.) NEW RENTAL BALER

- The new rental baler from Speedtech has dramatically improved processing efficiency. The facility is now processing materials so quickly that they're running out of material to process during a regular workday.
- Staffing adjustments are being made to account for the increased efficiency. For example, they no longer need three people handling cardboard for eight hours per day.

#### 5.) NEW WEBSITE

- The recycling center has launched a new website at [alpenarecycling.org](http://alpenarecycling.org), which is more fluid and easier to update than their previous site hosted through Discover Northeast Michigan.

Moved by Treasurer Smolinski and supported by Director Ellery-Somers to receive and file ED Barr's report. Motion carried unanimously via voice vote.

### **OLD BUSINESS**

#### 1.) GOVERNANCE AND BYLAWS REVIEW

- The board reviewed their articles of incorporation and bylaws, which specify that each board member term shall be three years, raising questions about term limits for current members.
- Executive positions (chair, vice-chair, etc.) are structured as one-year terms with the possibility of two consecutive reelections, allowing a maximum of three consecutive years in any officer position.
- Concerns were raised about losing institutional knowledge if strictly adhering to these term limits, as experienced members would be forced to leave after their terms expire.
- The group discussed discrepancies in the bylaws regarding officer positions and term limits. The current bylaws specify three-year terms for board members and term limits for officers, which may not align with current practices.
- A committee was formed to review and update the bylaws, consisting of Chair Johnson, Vice-Chair Kozlowski and Director Stephan. They will bring proposed changes to the November 13th meeting for board review.

## **GRANTS AND FUNDRAISING UPDATE**

### **1.) FACILITY CONSTRUCTION PLANNING**

- A progress update was provided on MRF funding, though specific details were dependent on upcoming developments. The group then discussed the timeline for the building and site construction bidding process.
- The RFP for building and site construction will be issued on November 3rd, with bids being accepted through December 2nd. Bid opening will take place at city hall on December 2nd at 10:00am.
- The group acknowledged that if the government shutdown continues, they would need to issue an addendum to the RFP by November 21st, potentially extending timelines until the government is operational again.
- The goal is to award the building and site construction contract at the December 11th board meeting, which would keep the project on track for construction next year and allow for the determination of final amounts needed to issue bonds.
- A presentation on the recycling facility and construction updates is being prepared for the December 18th NMMMA meeting. The presentation will include details on site construction, building plans, and timeline projections.

### **2.) MMP**

- MMP funds (approximately \$100,000 annually) operate on a quarterly reimbursement basis and can be used for all recycling-related expenses except purchasing land

## **GENERAL UPDATES**

Next meeting date: November 13<sup>th</sup>, 2025 10:30a.m.

December 11<sup>th</sup>, 2025 10:30a.m.

## **ADJOURNMENT**



Moved by Treasurer Smolinski and Supported by Chair Johnson to adjourn meeting at 12:48pm. Motion carried unanimously via voice vote.

X

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Abbi Kaszubowski  
Secretary

X

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Cindy Johnson  
Chair