

**Official Proceedings of the
Northeast Michigan Materials Management Authority (NMMMA)
March 28, 2024- 9:30 a.m.**

The Northeast Michigan Materials Management Authority (NMMMA) met in Regular session on Thursday, March 28, 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
	John Kozlowski	County of Alpena
	Bill LaHaie	County of Alpena
	Mary Sue Thomson	Long Rapids Township
	Lenore Kasubowski	Maple Ridge Township
	Randy Fairbanks	Ossineke Township
	Gary Stephan	Sanborn Township
	Grace Lumsden	Wellington Township
Directors Absent:	Eric Smith	Green Township
	Dan Hibner	Wilson Township
Others Present:	Brad Mousseau	ARRF
Others(s) via Zoom:	Annie White	RRS

Vice-Chair Johnson called the meeting to order at 9:30 a.m. followed by the Pledge of Allegiance.

ROLL CALL

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

ADOPTION OF AGENDA

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

PUBLIC COMMENT

None.

CONSENT AGENDA

Moved by Treasurer Smolinski and supported by Director Kasubowski to approve the January 25, 2024 and February 29, 2024 minutes and consent agenda as presented. Motion carried by unanimous voice vote.

RRS-RESOURCE RECYCLING SYSTEMS UPDATE

Annie White, RRS Senior Consultant provided a brief update on the following items:

A zoning permit application for the new MRF was submitted to Wilson Township for review on April 3, 2024.

Elisa Stelzer will provide an update on the MMP at the April meeting.

FACILITY UPDATE

Facility Manager Brad Mousseau provided an update on the facility for March 2024

They are keeping staff hours down and under the limit per the request of the authority.

Future truck repairs will need to be done at Alpena Diesel Service Inc. The truck needs new air filters and rear u joints need to be replaced as well.

Treasurer Smolinski received an update from M-Tech that the chassis is almost done for the new truck. We could get the new truck as early as late Spring 2024. The new truck will still need to get registered and licensing will still need to be done.

Kooter's Barn found a few coolant leaks in the truck and will get us a quote.

Bobcat repairs for the older leased Bobcat need to be done as it is having a problem with lifting. The pedal is worn out and needs to be replaced as well.

Omega Electric and Thunder Bay Electric both provided a quote for electrical work at the current facility. Due to the condition of the building, work needs to be done in order to install the new vertical baler. Treasurer Smolinski recommended forward with Thunder Bay Electric. Annie White requested a copy of the Thunder Bay Electric quote.

Clam shell food containers will not be accepted with mixed plastics any longer. We used to send them with plastic water bottles, but the company that used to take them is no longer

accepting them. We have no other choice than to throw them away. We don't know why they aren't accepted. Annie White will do some research to find out why, maybe EFS know the reason. Treasurer Smolinski will reach out to Mallory Miller of HOLCIM to see if they would be interested in taking clam shell containers. Director Kozlowski suggested that we remove the clam shell containers by hand picking them out and putting them in bags and saving them until they get enough to do a bale. Manager Mousseau stated that we currently we do not bale the clam shells, they throw them away. Annie White will work on how to communicate to the public that clam shell containers are not accepted in the recycle bins.

Manager Mousseau informed the board of a quote dated 2-2-24 from Thunder Bay Electric to upgrade the electrical to 3 phase power and install a vertical baler at the facility.

Moved by Treasurer Smolinski and supported by Director LaHaie to rescind the former motion at a previous meeting for the conveyor baler project. Motion carried by unanimous voice vote.

Moved by Treasurer Smolinski and supported by Director LaHaie to approve the quote dated 2-2-24 from Thunder Bay Electric to upgrade the electrical to 3 phase power and install a vertical baler at the facility in an amount not to exceed \$7,500.00 for the conveyor and baler project at the existing MRF from the equipment and maintenance line item. Treasurer Smolinski stated that we currently have \$10,000.00 budgeted in that line item. We do have some other needs at the facility that need to be done so there will be some budget adjustments as we move along in the year.

Roll call vote was taken: AYES: Treasurer Smolinski, Secretary Ellery-Somers, Director Kozlowski, Director LaHaie, Director Skibbe, Director Thomson, Director Kasubowski, Director Stephan, Director Lucas, Director Fairbanks and Vice-Chair Johnson. NAYS: None Absent: Director Smith and Director Hibner. Motion carried unanimously.

Moved by Director Skibbe and supported by Director Kasubowski to receive and file the facility report. Voice vote.

FINANCIAL REPORTS

- 1) February 2024 Financial Reports-Alpena County
- 2) February 2024 Financial Reports-NMMA

Treasurer Smolinski presented the financials.

- *Balance Sheet 2-29-24
- *Balance Sheet Detail 2-29-24
- *Budget vs Actuals: Budget FY24 P & L General Operations January-February
- *Budget vs Actuals: Budget FY24 P & L New Facility Project January-February
- *Profit and Loss Detail February 2024

Treasurer Smolinski informed the board that the approximate amount of \$75,000.00 line of credit was paid off in February at the credit union. Going forward it will not show up in the liabilities.

The permit revenue looks good. We currently have \$6,125.00 business permits and over \$5,000 in residential permits.

Payroll a tad high, but we will have to make some adjustments as we go throughout the year and get busier as we go on through the year.

The total expenditures are looking good.

The audit is scheduled for April 30, 2024. Treasurer Smolinski will work with the bookkeeper on this project. This is the first audit for NMMMA.

As Manager Mousseau stated earlier, we could get the new truck as early as Spring. We are paying for it with the EGLE Infrastructure Grant that we have an amendment to pay for the truck out of the grant. The grant is an 80% grant in which we will have to pay 20%. We will have to pay 100% at the time of purchase and submit paperwork for reimbursement.

Moved by Director Skibbe and supported by Director Thomson to receive and file the 2024 February financial reports for NMMMA and the Alpena County (Recycling surcharge) and approve the RRS invoice-monthly labor billing in the amount of \$2,162.50 to be paid out of the MRF account.

Roll call vote was taken: AYES: Secretary Ellery-Somers, Director Kozlowski, Director LaHaie, Director Skibbe, Director Thomson, Director Kasubowski, Director Stephan, Director Lucas, Director Fairbanks, Vice-Chair Johnson and Treasurer Smolinski. NAYS: None Absent: Director Smith and Director Hibner.

LAND LEASE AGREEMENT WITH COUNTY OF ALPENA

Director Kozlowski provided an update on the Land Lease Agreement with County of Alpena. It is currently under legal review. He is on the Finance Committee for April 2024 and we will bring it back to our board at the April 18, 2024.

Director Fairbanks stated that a big part of recycling in the state is also composting. Compositing is not part of the new MRF site, but will be available at our current facility.

Moved by Treasurer Smolinski and supported by Director LaHaie to postpone the Land Lease Agreement with the County of Alpena until the April 18, 2024 meeting. Motion carried by unanimous voice vote.

NON-DISCLOSURE AGREEMENT CLOSED LOOP PARTNERS, LLC

Vice-Chair Johnson presented the Mutual Non-Disclosure Agreement between Closed Loop Partners, LLC and NMMMA. Moved by Treasurer Smolinski and supported by Director Thomson to approve the Mutual Non-Disclosure Agreement between Closed Loop Partners, LLC and NMMMA and authorize the Vice Chair Johnson to sign on behalf of NMMMA. Motion carried by unanimous voice vote.

Mike Mahler of Target Alpena and RRS both reviewed the Non-Disclosure Agreement. The agreement pertains to the entire board. It is required especially for the loan documents and the master supply agreement once we get to that part. Treasurer Smolinski stated that Vice-Chair Johnson can sign on behalf of the board of directors.

The Non-Disclosure Agreement means that the board of directors cannot talk about or provide the loan documents or the master supply agreement to anyone outside of this board unless there is prior authorization from Closed Loop Partners, LLC.

CREW LEADER POSITION JOB DESCRIPTION

Treasurer Smolinski presented a job description for a Crew Leader Position. Manager Mousseau requested a second in charge. The wage will be set at \$19.00 per hour. We will work it into the budget. The truck driver position is paid \$25.00 for up to 32 hours currently. We will not be replacing the assistant manager position.

Moved by Secretary Ellery-Somers and supported by Director Kasubowski to approve the Crew Leader job description as presented. Motion carried by unanimous voice vote.

CLEAN UP DAY/ELECTRONICS DAY

May 4, 2024/June 1, 2024

Vice-Chair Johnson stated that she prepared a letter that was sent out to all municipalities requesting a financial allocation to help with Clean Up Day and Electronics Day.

Manager Mousseau stated that he secured the location for both events at Northern Lights Arena. He will inquire with them about putting the event on their sign. He has Smith Sanitation on board to haul trash, we do not have a quote. Bay Area Recycling for Communities is on board for taking mattresses and freon units. He will reach out to Mallory Miller at HOLCIM for tires.

Vice-Chair Johnson will contact Habitat for Humanity to see if they are interested in coming on site to gather any furniture or other items that could use for their store.

Treasurer Smolinski will take care of getting the City of Alpena's loader, cones and barricades.

Manager Mousseau will contact Don's Ford to see if they are willing to let us use a tractor again this year. Manager Mousseau will also contact John Nye to see if he is interested in operating the tractor.

Director Skibbe offered to have signs made. We will need an entrance & exit sign (s). Contact him to let him know what else we need.

Vice-Chair Johnson will contact Denise Cline to have her update both Clean Up Day and E-Waste Day flyers.

Supervisor Skibbe suggested having her make a QR code for the flyers too. This way it will be on the residents' phones.

Treasurer Smolinski will add the financial allocation to the City of Alpena's agenda.

Last year when Habitat for Humanity attended Clean Up Day they asked if they could bring a truck to future events and take items that they could sell in their store, for example: wooden furniture. Vice-Chair Johnson offered to contact them.

Secretary Ellery-Somers will prepare a "Clean Up Day" price list that can be handed out to vehicles in line and will also do something for Electronics Day.

Director Skibbe will reach out to the Michigan Recycling Coalition for some swag.

Director Kozlowski will email Secretary Ellery-Somers if he was able to get any CRTC volunteers and how many.

Vice-Chair Johnson will reach out to Ann Diamond to see if she can get any service club volunteers.

We will request a suggested donation of \$5.00 per vehicle for both events. This is the same amount that we requested last year.

Credit and Debit card payments will be accepted through the Clover system.

We will be accepting 10 tires at no charge. If the tires have rims there will be a \$1.00 charge. There will be a charge of \$2.00 for each tire beyond 10 per household/business. Farmers are allowed 1 tractor tire for free.

Director Skibbe will handle the tires. HOLCIM doesn't want tires with rims. The more tires that HOLCIM takes the more money we have at the facility for the year.

Manager Mousseau will have an empty metal container on site.

Bay Area Recycling for Community will be on site to take the freon out of white goods at Clean Up Day.

Manager Mousseau will research how to learn how to remove freon at our facility to help save money in the future.

GRANTS AND FUNDRAISING UPDATE

- 1) General Operations
- 2) Events

3) Sponsorships

Director Skibbe just received the slide deck to use for presentations. He will reach out to DTE and ITC to see if they will be corporate sponsors. He has a contact for Besser Company and will reach out.

We need funding allocations prior to October.

GENERAL UPDATES

Funding Request Letter asking for support for the annual Clean Up Day and Electronics Day was attached to the agenda packet.

The next meeting is Thursday, April 18, 2024. Chair Lobert will be back from Florida. We will have the election of officers on the agenda in April.

ADJOURNMENT

Moved Secretary Ellery-Somers and supported by Director Skibbe to adjourn. Voice Vote, Motion carried unanimously. Meeting adjourned at 10:42 a.m.


Secretary Laura Ellery-Somers


Vice-Chair Cindy Johnson