

# LEELANAU COUNTY SOLID WASTE COUNCIL

Date: **TUESDAY, January 3, 2023 at 1:00 PM**

Location: Leelanau County Government Center

*(Proceedings of the meeting are being recorded and are not the official record of the meeting;  
the formally approved/accepted written copy of the minutes will be the official record of the meeting.)*

## DRAFT AGENDA

*(Please silence any unnecessary cellular/electronic devices)*

☐ **CALL TO ORDER**

☐ **ROLL CALL**

Welcome new members Kathy Cavanaugh & Tom Petersen

☐ **PUBLIC COMMENT**

☐ **STAFF COMMENTS**

Updates: 2023 collection dates, Update on Recycling Sites

☐ **CONSIDERATION OF AGENDA**

☐ **CONFLICT OF INTEREST**

☐ **ANNUAL ORGANIZATIONAL ITEMS**

A. Election of Officers (2022 officers: Harris-Chair, Gale-Vice-Chair, Fletcher-Chair Pro-Tem)

i) Chairman

ii) Vice-Chairman

iii) Chairman Pro-Tem

B. Review and Adoption of Rules of Procedure *pgs 2-5*

C. Consideration of 2023 Meeting Schedule *pg6*

D. Identify 2023 Goals *pg 7*

☐ **CONSIDERATION OF NOVEMBER 5, 2022 MINUTES *pgs8- 12***

☐ **UNFINISHED BUSINESS**

☐ **NEW BUSINESS**

A. RFPs - HHW / Electronics services and Recycling Serves after 2023

B. Approve Mailing for 2023

C. Update: Regional Solid Waste Council

☐ **COMMUNICATIONS / CORRESPONDENCE**

☐ **PUBLIC COMMENTS**

☐ **STAFF COMMENTS**

☐ **MEMBER / CHAIRPERSON'S COMMENTS**

☐ **ADJOURNMENT**

### SWC Members

Lois Bahle  
Kathy Cavanaugh  
Pat Deering  
John Fletcher  
Andrew Gale  
Tom MacDonald  
Tom Petersen  
Carrie Sharp  
County Board member

Ex-officio: Mark Bevelhymmer,  
Jim Palmer



# **LEELANAU COUNTY SOLID WASTE COUNCIL (SWC) RULES OF PROCEDURE**

## **Section 1. FORMATION AND PURPOSE**

- 1.1 The Leelanau County Solid Waste Council (SWC) was created by the Leelanau County Board of Commissioners (Board) on January 18, 2000.
- 1.2 Membership of the SWC shall be appointed by the Board.

The purpose and functions of the SWC are:

- a. To assist in the implementation and updating to the Leelanau County Solid Waste Management Plan as required by part 115 of PA 451 of 1994.
- b. To assist in the implementation of county programs such as the recycling and household hazardous waste collections, and the corresponding budget.
- c. To provide recommendations to the Leelanau County Board of Commissioners.
- d. Identify local priorities for solid waste management, and recycling, reduction and re-use programs.
- e. Insure that coordinated public participation is a part of the solid waste management process.
- f. Provide a public forum for discussion of issues relevant to the solid waste management process and to act as a communications linkage to municipalities and the public in Leelanau County.
- g. Act in conjunction with similar planning efforts in neighboring counties and to provide coordination with other county solid waste management programs.

## **Section 2. MEMBERSHIP**

- 2.1 Wherever the masculine or feminine pronouns "man," "men," "he," "she" or related pronouns appear, either as words or parts of words, they have been used for literary purposes and are meant in their generic sense (i.e. to include humankind - both female and male sexes).
- 2.2 Membership on the Solid Waste Council shall be by appointment of the Leelanau County Board of Commissioners. Members shall be appointed for one (1) or two (2) year terms.
- 2.3 Should any member of the Council miss three (3) consecutive regular meetings, continued membership will be evaluated at the next meeting, and notification will be sent to the Board of Commissioners.
- 2.4 If a member resigns or otherwise becomes incapable of completing his or her term, the unexpired term will be filled by appointment of the Board of Commissioners.

## **Section 3. OFFICERS**

- 3.1 A Chairman of the SWC shall be elected from the membership of the SWC appointed by the Board. The Chairman shall preside over all meetings of the SWC and shall have the power to cast a vote

on all issues on the floor, appoint sub-committees or joint meeting representatives, and perform other functions as directed by the SWC.

- 3.2 A Vice-Chairman of the SWC shall be elected from the membership of the SWC appointed by the Board. In the absence of the Chairman, the Vice-Chairman shall act as Chairman and shall have all the powers and duties of Chairman and perform other functions as directed by the SWC.
- 3.3 The duties typically assigned to a Secretary shall be provided by the Leelanau County Planning and Community Development office. Minutes of all SWC meetings, correspondence and notices pertaining to meetings, or any other business of the SWC shall be prepared and distributed by the Leelanau County Planning and Community Development office.
- 3.4 At the annual organizational meeting, the SWC will name a member as Pro-Tem of the Commission, to perform the duties of temporary chair in the absence of both the Chair and Vice-Chair. Likewise, when the Chair or Vice-Chair are presiding, they shall have the right to turn the duties of the chair over to the Pro-Tem, should the situation warrant.

#### **Section 4. MEETING NOTIFICATION**

- 4.1 Regular meetings of the SWC shall be held at a time and place set in accordance with the Open Meetings Act (Act 267, P.A. 1976). Written notice of regular meetings shall specify, by agenda, business to be transacted and shall precede the meeting by at least five (5) days. The SWC shall hold meetings at least quarterly, and call special meetings when necessary.
- 4.2 The SWC shall post at least 18 hours before a meeting of the SWC, a public notice stating the time, date and place of the meeting. The notice shall be posted in the Leelanau County Government Center and on [www.leelanau.gov](http://www.leelanau.gov). If the SWC sets up regularly scheduled meetings, staff shall post a public notice stating the times, dates and places of its regular meetings.
- 4.3 Special meetings of the SWC may be called by the Chairman.

#### **Section 5. MEETINGS**

- 5.1 All meetings shall be limited to two hours per meeting. An affirmative motion must be passed by members present to exceed the time limit of two hours.
- 5.2 A quorum shall be a majority of the members appointed by the Board. Whenever a quorum is not present at a meeting of the SWC, there is no meeting.
- 5.3 For purposes of discussion and action for each item on the agenda and each motion introduced during the SWC meeting, the following procedure shall be followed:
  1. Staff report or motion is introduced.
  2. Support of Motion.
  3. Discussion, questions and answers between members of the SWC and staff or consultant.
  4. Reading of any correspondence received on the issue.
  5. Discussion and questions from other individuals in attendance. At the Chairman's discretion, audience participation can be limited in length.
  6. Call the question and vote on the motion.

5.4 Agendas, minutes, and other meeting materials and documents may also be posted online at [www.leelanau.gov](http://www.leelanau.gov). Such postings shall be handled by Staff.

5.5 Modifications to a Regular Scheduled Meeting

Any proposed change to a Regular scheduled meeting date, such as time, day, or location, shall be made only upon the written request to staff, from the Chairperson or by two (2) members. The written request will propose a new time, day, and/or location and the reason. Staff shall immediately communicate the proposed change to all members. Upon confirmation of a quorum of members agreeing to the change, staff shall immediately communicate the new meeting information to each member within 24 hours in one or more of the following ways:

- Via confirmed telephone call; or
- Via confirmed email.

Staff shall immediately post a public notice of the change, in the Government Center, and on [www.leelanau.gov](http://www.leelanau.gov).

In the event of cancellation due to inclement weather, unforeseen emergency, or lack of quorum, staff shall immediately contact each member to notify of the cancelled meeting, send appropriate notice to the media and the mail list through use of email, fax, and/or phone call, and post the cancellation at the Government Center.

**Section 6. RULES OF ORDER.**

6.1 Parliamentary procedure based on Robert's Rules of Order, newly revised.

**Section 7. CONFLICT OF INTEREST**

7.1 Members of the commission shall comply with the Leelanau County Conflict of Interest Policy, as adopted by the Leelanau County Board of Commissioners.

**Section 8. VOTING**

8.1 Only current members of the SWC who are in attendance at the meeting shall be able to cast a vote. A majority vote of the members present at a meeting of the SWC, is required for any action items.

**Section 9. PUBLIC PARTICIPATION.**

9.1 All meetings will be open to the public and conducted in accordance with the "Open Meetings Act" (P.A. 267, 1976 as amended). Any person shall be permitted to address any meeting of the SWC during the time specifically provided on the agenda.

9.2 Time of discussion by the public may be limited by the Chairman in the interest of brevity, to maintain order, or in order to hear all wishing to speak. All speakers shall address the SWC and shall not conduct discussions with other members of the audience.

9.3 Anyone wishing to address the SWC at greater length on a specific area of their work may request, in writing, time on the agenda as an item of Business. The requests shall be sent to the Chairman, in care of the Leelanau County Planning and Community Development office prior to the mailing

of the agenda. Any documentation or background material for presentation shall accompany such requests so that it may be forwarded to the SWC members at least five (5) days prior to the meeting.

- 9.4 The SWC shall discuss and assign a time for each written request during the Consideration of Agenda segment of the meeting.

#### **Section 10. STAFF AND CONSULTANTS**

- 10.1 Staff support including professional, technical, managerial, and clerical shall be provided by the Leelanau County Planning and Community Development office. In the event the SWC feels the need for increased staff support and/or consultant to enable achievement of the SWC's objectives, as mutually agreed by the SWC and the Board of Commissioners, said request shall be addressed via the normal County process.

#### **Section 11. REPORTS**

- 11.1 The SWC shall issue and file with the County Board of Commissioners an annual report, and such other reports as it deems desirable, of its progress and recommendations. Said reports shall be provided to the County Clerk, each SWC member, those governmental agencies requiring copies, and any other persons requesting copies.

#### **Section 12. AMENDMENTS**

- 12.1 Alterations, amendments, or additions to these Rules of Procedure shall require a majority vote of the appointed members of the SWC in order to take effect.

## 2023 Proposed MEETING SCHEDULE for the LEELANAU COUNTY SOLID WASTE COUNCIL

Meetings are held Quarterly on the 1st Tuesday at 1:00 p.m.

Please verify Meeting Dates & Times online at: [www.leelanau.gov](http://www.leelanau.gov)  
by looking at the posted agendas and agenda packets.  
Occasionally, meeting dates and times are changed.

### 2023

Organizational Meeting	January 3	1 <sup>st</sup> Tuesday
Regular Meeting	April 4	1 <sup>st</sup> Tuesday
Regular Meeting	July 18	3 <sup>rd</sup> Tuesday
Regular Meeting	October 3	1 <sup>st</sup> Tuesday

### 2024

Organizational Meeting	January 2	1 <sup>st</sup> Tuesday
------------------------	-----------	-------------------------

Items for the agenda need to be submitted at least 1 week prior to the meeting date. Contact the Planning Department at 256-9812 for more information, and to submit Proposed Agenda Items.

Meeting Location:  
Leelanau County Government Center  
8527 E. Government Center Dr.  
Suttons Bay MI 49682

**Leelanau County Solid Waste Council**  
8527 E. Government Center Dr. Suite 108  
Suttons Bay, MI 49682  
231-256-9812

2022 Goals

1. Find a way to eliminate single use plastic bottles at the Government Center.
2. Explore using recycled tire rubber in asphalt.
3. Continue exploring composting.

*Adopted at the Organizational Meeting of the Leelanau County Solid Waste Council on January 3, 2023.*

2023 Goals

- 1.
- 2.
- 3.

**A REGULAR MEETING OF THE LEELANAU COUNTY SOLID WASTE COUNCIL WAS  
HELD ON TUESDAY, NOVEMBER 15, 2022 AT THE LEELANAU COUNTY  
GOVERNMENT CENTER.**

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

**CALL TO ORDER:** Meeting called to order at 1:00 p.m. by Chairman Harris. The meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay MI.

**ROLL CALL**

**Members Present:** M. Harris, A. Gale, T. MacDonald, L. Bahle, T. Bolin  
C. Sharp

**Members Absent:** J. Fletcher, M. Lautner, M. Bevelhymer (ad-hoc member)  
(prior notice)

**Members Absent:** P. Deering, J. Palmer (ad-hoc member)

**Staff:** T. Galla, Director, G. Myer, Senior Planner

**Public:** B. Perkins

**PUBLIC COMMENT**

Perkins stated that the sign was up at Glen Lake School, but he doesn't like the location. The Solon Township recycling site has a barrel to collect returnable cans and he wants to know what the policy is on this. He would like one at the Road Commission recycling site for the Congregational Church.

**STAFF COMMENTS**

Galla mentioned that the 2022 HHW collections went well and the 2023 dates are set. Residents can sign up on the county website. Galla said the cameras and postcards worked well for discouraging people from leaving garbage at the sites. Work still needs to be done on some cameras. Galla said the cameras were used in two incidences to help the Sherriff's Office. She has also been pushing for the new green containers at all sites also.

Galla continued, saying recycling site contracts expire in 2023, as well as contracts with GFL, Hazardous Waste (ERG) and Electronics (CompRenew). Some of these services will need to be bid out, so this will need to be taken care of.

In conclusion, Galla said fencing at the Road Commission recycling site is up and she has been discussing with Brendan Mullane, the location of the cameras. This has not been a cheap location to get up and running, however, they are not charging any lease fee which is a savings of \$18,000.00 over a five-year period. This is county property and they are providing a service to county residents. If, in the future, this site goes away, the money has been invested into a county site and would be used for something else. The fencing and gates were needed because the Road Commission cannot have the public in the back by their equipment.



## **CONSIDERATION OF AGENDA**

Harris added "Policy regarding containers to collect returnable cans" as Item "F" under "New Business."

Galla added "Cedar recycling site" as Item "A" under "New business."

*Motion by Gale, seconded by Sharp, to approve the agenda as amended. Motion carried 6-0.*

**CONFLICT OF INTEREST** – None

## **CONSIDERATION OF THE JULY 19, 2022 MINUTES**

*Motion by Bolin, seconded by Sharp, to accept the minutes as presented. Motion carried 6-0.*

## **UNFINISHED BUSINESS**

Recycling Ambassadors for Recycling sites

Galla reported that a sign was made recognizing the ambassadors for the Northport recycling site. The Leelanau School has requested a sign to recognize staff and students who are keeping the site clean. The Elmwood Township ambassadors want to remain anonymous and Perkins in cleaning the Cedar site and the Road Commission site. Empire and the Glen Lake School need ambassadors.

## **NEW BUSINESS**

Solon Twp. Recycling site.

Galla reported that Solon Township wants the current recycling site removed because they are looking at improving that area. Ray Pleva has been looking for a new site, and he contacted Galla with a possible location. Galla reviewed this location on an aerial map handed out to members and said the location is good, but there are difficulties. It is a 60-acre parcel and they have talked with the owner about leasing or selling a small piece. The biggest problem is that this is wetlands, and will require permits from the state to bring in fill. There is a \$500 fee for the application to the state. Galla said county owned land is nice, because if the site goes away, the improvements stay with the land. She doesn't think the County Board would like to spend the money if it is leased land. MacDonald stated he is in favor of the county purchasing land and this is the direction they need to go in. Galla said she did ask Solon Township for an extension of their current agreement, which expires the end of this year. It would be nice to keep the site while working on getting another one, but the township has not made a decision yet.

Bahle said she talked to Garth Greenan, from the Road Commission, and he said they might be able to find a site in Maple City at the Road Commission since the one in Suttons Bay is working so well.

Discussion ensued on the possibility of this site in Maple City.

Gale questioned what the budget would be for fill and purchase of the land in Solon Township. Galla didn't know, but mentioned another issue was the minimum lot size requirement there was five acres. This is about four and a half acres more than what is needed for a site.

Discussion on the current Solon recycling site ensued.

***Motion by Bolin, seconded by Gale, to pursue a recycling site in Maple City at the Road Commission as first priority, and the Solon Township site second. Motion carried 6-0.***

#### Recommendation to County Board RE: Appointments

Galla reviewed members with terms expiring and all of the other applicants. All current members are asking for reappointment. Galla pointed out that some applicants are currently sitting on other boards.

***Motion by Sharp, seconded by Gale, to recommend to the County Board, to reappoint current board members. Motion carried 6-0.***

#### Update on Emmet County tour

Bahle shared pictures she took during the tour of the Emmett County Recycling Center and mentioned an article in *Traverse the Magazine* about the recycling center. Bahle said they do a split stream, recycling is free in the county, but they have to pay to get rid of garbage. Harris mentioned Great Lakes Tissue and questioned if Leelanau County sent recycling there because Emmet County sends materials there. Materials that we can't collect for recycling.

Discussion ensued on Emmet County composting.

Harris said it is bagged and then sold. Gale said they do struggle with the same issues as others. Krull's composting does a good job at producing high quality top soil here in the county. Harris mentioned their system of funding which was implemented years ago and would be difficult to replicate.

#### Shrink wrap at HHW collection

Galla said this was mentioned a while ago and questioned if this should be pursued. It could be written into the next round of proposals, but keep in mind, this is not hazardous material.

Gale said the bag system is the best way to collect this stuff, so it would need to be bagged. It costs \$7.00 per bag, but it is kind of redundant because BARC (Bay Area Recycling For Charities) is already collecting the bulk of this from the marinas. Sharp said maybe they could mention it on the post card next year.

**(Sharp left meeting 1:50)**

Gale mentioned the process of getting rid of shrink wrap and how difficult it is.

#### Plastic Film Recycling Challenge for 2023

Harris stated that TREX Company, the world's largest manufacturer of composite decking and railing holds an annual plastic film recycling challenge every year.

**(Sharp returned 1:52)**

This is a challenge for students and schools to collect as much as possible and win prizes. Harris is looking for agreement in pursuing this for next year when school starts. Gale said he wanted to learn more about it because BARC also works with TREX. Harris will look into this and bring back more information.

#### Plexiglass encased bulletin boards

Gale explained that educational material could be posted inside these plexiglass encased bulletin boards at the recycling sites. Galla questioned if the public could also use them to post things and stated that approval would be needed from each site host to install these. Gale said he would look into this and Elmwood would be a good site to start with.

#### Policy of non-profits collecting returnable bottles at recycling sites.

Bahle asked about those individuals collecting them from the bins already. Gale said his family donates them to Solon Township to fund township projects. Gale spoke about people leaving bags of cans already and said this would be encouraging more of the same. Galla doesn't recommend a policy, let the nonprofits go and ask the site hosts themselves. MacDonald stated that this could become an eyesore. Gale said that if it does get messy, they would get the blame.

#### **COMMITTEE REPORTS - None.**

#### **COMMUNICATION/CORRESPONDENCE**

Article on plastics

Revenue & Expense Report, and Balance Sheet

Galla briefly reviewed the report and stated not everything is reported, tax bills are going out, but they still have a good fund balance.

#### **PUBLIC COMMENTS**

Perkins mentioned the zoning for a recycling site. He thinks this board should go to each township and make them put it into their zoning so that private property can be used for a site. Perkins continued, saying that if they are paying for sites like the Road Commission, does this put the Popp Rd. site back on the table? GFL also had bales of tide bottles and they said it was going to TREX. Perkins wants a sign over the hole on the recycling bins, more people will see it. In conclusion, Perkins said his broom and dust pan that he left at the recycling site were stolen. He wants a sign that says they are to be used to clean up the site.

Discussion ensued on glass recycling.

## **STAFF COMMENTS**

Galla said the sign at the Glen Lake School was put where they wanted it because it's their property and they don't want people entering in the other driveway. As for the Popp Rd. recycling site, the township never got back to the SWC, they don't want it there. The county paid for the engineering plans and then when the bids came back, the township never approached the county for any money. Harris said they just don't want it there basically.

Galla said she would like to look into an "app" for people to download about how and what to recycle. They have received bids and the county website is going to be updated soon.

## **MEMBER/CHAIRPERSON'S COMMENTS**

### **ADJOURNMENT**

**Meeting adjourned at 2:21 p.m.**

DRAFT