

Summary of Questions (*italicized*) / County Responses (**bold**)

1. *Is Bay County anticipating asking for an extension for plan approval?*

Bay County is not anticipating asking for an extension for plan approval, although any extension would be considered if issued by State of Michigan.

2. *Will Bay County consider a streamlined approach with optional tasks?*

No

3. *What is the approved budget for this plan/project?*

The budget for this plan/project has not been approved by the Board of Commissioners at this time. However, we anticipate seeking approval for a not-to-exceed budget of up to \$180,000 toward consulting services described in the Request For Bid, based on EGLE MMP Grant Funding that is both received and pending full award.

4. *Would you entertain an extension to the due date because of the Memorial Day holiday?*

No

5. *Is there a budget established for this project?*

See Question 3 response.

6. *Does the County have an approved Work Program for the EGLE MMP Planning Grants?*

Yes, a Work Program was approved in 2025 and is attached for reference here.

7. *Has the County received EGLE MPP Grant funding?*

Yes, Bay County has received EGLE MMP Grant Funding. Bay County received its first round of grant funding (Grant # 26*1828) in early 2026 in the amount of \$111,928. The County is also pending receipt of a second round of grant funding in an amount of \$111,928. Second round of grant funding will be received as an amended grant award budget and extend the grant contract date to 7/31/2027

8. *Has the County established a Materials Management Planning Committee? Has the MMPC held meetings?*

Yes, Bay County established an MMP Planning Committee. The MMP Planning Committee began meeting in May of 2025 and has generally met monthly, on the third Thursday of every month. Information on Bay County Materials Management Plan, including Planning Committee meeting information is available at the following link:

https://www.baycountymi.gov/departments/environmental_affairs_and_community_development/materials_management_plan.php

9. *Has the DPA participated in monthly DPA Workgroup calls?*

No.

10. *Does the County have a target budget for this work?*

Target budget is a not-to-exceed budget of approximately \$180,000, based on contractual budget for grant funding that has been received and is pending award, and is further contingent on continued availability of reimbursable grant funding from EGLE and authorization of any expenditures by Bay County Board of Commissioners.

11. *Has a stakeholder group been convened representing community and industry interests?*

No. However, we have established a MMP Planning Committee that is representative of community and industry interests as required by statute.

12. *Has any stakeholder outreach been completed to date?*

No.

13. *Have community goals been established?*

No.

14. *Notice of Intent and Work Program: When was the Notice of Intent submitted to Michigan EGLE? Can a copy of the submitted NOI and Work Program be provided to potential bidders as an Addendum? We understand that Michigan Counties have 36 months to complete and submit the draft final MMP to the State, but want to confirm these project dates and NOI submittal date for our records and bid development.*

Notice of Intent was submitted to EGLE on July 02, 2024. Work Program approved by EGLE for eligibility to receive first round of grant funding is attached. Please note, progress toward Work Program as shown under timeline has not been adhered to.

15. *Question regarding Task 1.5 Steering Committee: on page 5 of the RFP, a Steering Committee is mentioned. How will members of the Steering Committee be selected? Will this group be made up of County and MMPC members, or other individuals interested in the MMP process?*

Steering committee for project management will consist of DPA representatives, MMP Planning Committee members and other County staff if necessary.

16. *Question regarding Task 1 Deliverables: on page 6 of the RFP, Steering Committee meetings with meeting minutes are mentioned as one of the Deliverables. Will the selected consultant Team be responsible for taking these meeting minutes and*

running Steering Committee meetings? If yes, how would the County prefer meeting minutes be delivered to the Steering Committee: PDF, Word, or another format?

No.

17. *Question regarding Task 5.4 Partnerships, Collaborations, New Program Development Action Plan: on page 9 of the RFP, can the County please expand upon “provide details on any future collaborations that are needed to implement a successful Materials Management System?” What does the County and MMPC envision as “success” in the planning and implementation process for the final MMP?*

County DPA envisions that “success” as it relates to Task 5.4 will be defined later as an outcome of other tasks listed in the Request for Bid.

18. *Question regarding Task 6.1 Draft Plan Preparation: on page 9 of the RFP, the final sentence states: “The County does not plan to hire an outside law firm for the Consultant Team or for drafting the plan.” Could the County clarify whether an internal County Attorney/Solicitor intends to review the Plan for any legal questions? Or does the County intend for the selected Consultant Team to bring in outside legal expertise to review any relevant documents as part of this Project?*

Bay County Office of Corporation Counsel would provide a legal opinion or review of MMP, most likely prior to the Plan being considered for adoption by Board of Commissioners.

19. *Question regarding Draft MMP Deadline: on page 8 of the RFP, the approval deadline for completing the draft MMP is on or before July 31, 2027. Can the County confirm whether this is the draft MMP deadline for beginning the Plan Adoption and Approval process, or getting the final MMP submitted to EGLE by the 36 month statutory deadline?*

The intent here was to have the final MMP (following at least 66% support from county municipalities) submitted to EGLE on or before July 31, 2027. See attached project timeline for more information.

20. *Question regarding Clarity on MMP Development and Task 7.5 Plan Adoption by the Board of Commissioners (CAA): on page 3 of the RFP, a final due date of June 22, 2027 is mentioned for completing all consulting work on the MMP. However, on page 10 of the RFP, a Board presentation of February 2027 is listed for the anticipated CAA meeting, suggesting that the final Plan isn’t due to EGLE for final approval and submission until July 2027. Can the County confirm the overall project timeline for this MMP development, to ensure Consultant Team’s understanding of overall project timeline?*

See attached MMP timeline.

21. Question regarding Task 2 Stakeholder Engagement: on page 5 of the RFP and throughout the proposal, involving disadvantage, environmental justice, and/or vulnerable communities is listed as a key priority for the County. Can the County provide examples of recent stakeholder and/or community engagement efforts that were successful in the past?

No.

22. Question regarding In Task 2.2: Online Survey, the RFP states “Using the survey template questions developed by the University of Michigan’s Center for Local, State, and Urban Policy (or similar) as a starting point, the Consultant Team will prepare and conduct an online public survey to collect data about existing perceptions, recycling habits, awareness of local offerings, current rates/costs for services, and ways to improve the materials management system supportive services in Bay County.” Are you able to share the survey developed by University of Michigan for our reference?

University of Michigan Survey information available here:

<https://closup.umich.edu/research-projects/2021-michigan-local-recycling-policy-project-milrepp>

MMP timeline May 2026 through July 2027 with key MMP activities/ actions proposed

Notes: CAA= County Approval Agency (Bay Co. Board of Commissioners)
 Consultant= TBD
 DPA= Designated Planning Agency (Dept of Environmental Affairs & Community Development)
 EGLE= Michigan Department of Environment, Great Lakes & Energy
 MMP PC= Materials Management Plan Planning Committee

Year	Quarter	Month	Proposed Activities/Actions	
2026	Q2	May	MMP PC meeting on 5/21/26; discussed proposed timeline	
		June	CAA/ DPA/ EGLE finalize round 2 grant award MMP PC hosts another speaker (another plan element we can be educated on)	
	Q3	July	DPA seeks BoC approval for bid award to consultant DPA seeks appointments for members to MMP PC seats to get a "full roster" and enable quorums	
		August	DPA onboards consultant, ideally will be available for Aug MMPC mtg MMP PC meeting as scheduled; hopefully for kickoff meeting with Consultant and other business	
		September	DPA/ Consultant/ MMP PC meet to discuss plan elements	
	Q4	October	DPA/ Consultant/ MMP PC meet to discuss plan elements	
		November	DPA/ Consultant/ MMP PC meet to discuss plan elements	
		December	MMP PC finalizes/ considers approval of draft MMP to make available for public comment	
	2027	Q1	January	Public comment period on draft MMP initiated, 60 days, including DPA/ consultant holding a public hearing
			February	Public comment period ends; DPA/ Consultant compile public comments to share with MMP PC
			March	Revised draft MMP based on public comment; MMP PC considers adoption of final MMP at March mtg
		Q2	April	CAA considers adoption of MMP at April BoC mtg; DPA sends final MMP to all county municipalities for consideration of adoption within 10 days (end of April)
May			Municipalities have 120 days (May-July) to consider supporting or not supporting plan (need 66% support to pass) - DPA/Consultant attends relevant meetings where action is considered (and as needed)	
June			120 day adoption period continues	
Q3		July	120 day period ends; DPA sends approved MMP to EGLE by July 31 2027	

Bay County MMP Work Program

Background

In March 23, 2023 legislative changes to the Michigan Public Act 451, Part 115 Solid Waste became effective, requiring each county to prepare a Materials Manage Plan (MMP) to increase recycling of materials including food waste. The Director of the Michigan Department of Environment, Great Lakes and Energy (EGLE) initiated the MMP process acknowledging that existing Solid Waste Management Plans are effective until the new county MMP is approved by EGLE. The MMP's will replace the Solid Waste Management Plan's with a new emphasis on seeking alternatives to land disposal of useable materials recognizing their highest and best use. This includes identifying recyclable materials in municipal solid waste such as plastics, metals, paper as well as yard waste and other organics for composting or other options towards a more circular economy, new market resources and a reduction in environmental impacts.

County Information

County Name:	Bay County
County Approval Agency Name:	Bay County Board of Commissioners
County Approval Agency Contact:	Lindsey Arsenault, Board Coordinator
County Approval Agency Email:	arsenaultl@baycountymi.gov
Single or Multicounty:	Single

Contact Information for MMP Grant Manager:

Contact Name:	Mike Losey
Contact Title:	Director, Environmental Affairs and Community Development
Email Address:	loseym@baycountymi.gov
Phone Number:	989-895-4196

Designated Planning Agency

DPA:	Bay County Department of Environmental Affairs & Community Development
Contact Name:	Mike Losey
Contact Title:	Director, Environmental Affairs and Community Development
Email Address:	loseym@baycountymi.gov
Phone Number:	989-895-4196

Work Program was approved by the Bay County Materials Management Planning Committee on August 21, 2025:

	
James Blake, Board Chair	Date

Bay County MMP Work Program

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James Blake, Committee Chair

Date

County Materials Management Planning Committee Members

Regional Planning Agency*	Material Recovery Facility
Name: Mike Wilson	Name: Tim Botzau
Org: Bay County Soil Conservaton District	Org: PADNOS
Title: District Manager	Title: Recycling Coach
County Elected Official	Compost Facility/Anaerobic Digester
Name: Jesse Dockett	Name: Sarah Archer
Org: Bay County Board of Commissioners	Org. 5Heart Earthworm Farm
Title: 6 th District Commissioner	Title: CEO & Lead Resultant
Township Elected Official	Business Generating Managed Materials
Name: Terri Close	Name: Heather Bauman
Org: Hampton Township	Org: WELL Outreach/ Vantage Plastics
Title: Hampton Township Supervisor	Title: Executive Director, WELL Outreach
City or Village Elected Official	Waste Diversion or Reduction
Name: Sheri Boettcher	Name: James Blake
Org: City of Pinconning	Org: City of Bay City
Title: Mayor, City of Pinconning	Title: Environmental Services Manager
Environmental Interest Group	Managed Materials Hauler
Name: Meaghan Gass	Name: Jill Rowley
Org: MSUE/ SeaGrant	Org: WM
Title: Extension Educator	Title: Senior Account Executive
Solid Waste Disposal Facility	Adjacent Community Business Outside the Planning Area (optional)
Name: Dawn Chaperon	Name:
Org: Republic Services, Inc	
Title: Operations Manager	Title:

* Region 5 EMCOG was actively *solicited but unresponsive*; the Conservation District conducts regional planning.

Section 1: Key Milestones for MMP Process prior to July 2026:

- January 8, 2024: MMP process initiated by EGLE Director
- July 02, 2024: Notice of Intent by Bay County CAA sent to EGLE
- April 15, 2025: MMP Planning Committee appointed
- May 1, 2025: MMP Planning Committee held initial meeting
- May 29, 2025: MMP Planning Committee adopted Committee Bylaws, DPA and MMP PC began assembling MMP Work Program

Section 2: Timetable & Proposed Milestones for Completion of Key Tasks: July 2025- June 2026

This Work Program identifies the following Tasks and a schedule of completion for the 12 months from adoption of the Work Program by the MMP Planning Committee. The Tasks will primarily be completed by the DPA or it’s consultants, in collaboration with the MMP PC, CAA and through community engagement. Table 1 below provides an overview of the broad categories of work to be performed in the development of the MMP, it should not be viewed as a complete description of the detailed work tasks needed. Our focus is completion of tasks and activities necessary to ensure the completed Materials Management Plan will be compliant with statutory language and meets the needs of Bay County into the future. Our stretch goal is to have the Materials Management Plan completed to the satisfaction of the MMP PC, CAA and EGLE and approved by July 2027 (Based on 36 months from CAA filing Notice of Intent).

Table 1. Proposed Milestone Schedule

	CY 2025		CY 2026	
	Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-June)
Task 1: Program Administration				
1.1 DPA & MMP PC Complete and Approve Work Program	x	x	x	x
1.2 DPA & CAA Secure MMP Grant	x	x		
1.3 DPA Expands capacity for MMP planning and implementation process			x	
Task 2: Baseline Assessment & Gap Analysis				
2.1 Community Survey and Inventory of Existing MMP processes, transporters, and facilities. recycling centers. Identify gaps.	x	x		
2.2 Data Collection/Database Development			x	x

2.3 Benchmark existing capacity & needs	x	x		
Task 3: Community Engagement				
3.1 Community engagement through Public Participation (see Section 4)	x	x	x	x
3.2 Stakeholder education and outreach on SWP to MMP process	x	x	x	x
3.3 Develop & implement engagement strategies through balance of MMP process	x	x	x	x
Task 4: Program and Policy Recommendations toward MMP adoption				
4.1 Review Data & Analysis for Discussion of Goals, Gaps and Policies Needed	x	x	x	x
4.2 Review data, discovery & outcomes of engagement from Task 3 & Task 4 activities	x	x	x	x
4.3 DPA & MMP PC evaluate data, discovery & outcomes of engagement from Task 3 & Task 4 activities			x	x
4.4 Development of implementation strategies for 2026-2027			x	x

Section 3: Tasks

The following is a more detailed, narrative description of tasks and activities to be performed in Year 1 (see Section 2, Table 1) or across the planning process as needed, toward preparation and implementation of the Materials Management Plan:

Task 1: Program Administration

The Bay County DPA will serve as facilitator for the MMP PC, compliance with the Open Meetings Act, budget tracking and overall Project Administration. This work will include tracking progress of the Work Tasks, maintaining a record of all meetings, lead discussions on local needs, goal setting, and grant reporting. There will be subtasks that arise such a communications and public education, database management, for which the DPA will provide overall management. The Program Administration will actively continue through the EGLE acceptance of the Bay County MMP.

Task 2: Baseline Assessment & Gap Analysis

The recent Mega-Data Bay County Profile will be reviewed for use in early baseline

assessment with community survey and inventory of existing MMP/recycling processes, transporters, and facilities. The Profile will be updated as appropriate after interviews and data gathering with local Township/Municipal systems, Waste haulers, Material/Waste Processors/Area Processing Facilities (MRF), Compost facilities, Food waste collection and others. Capacity at existing facilities will be evaluated. Many subtasks are expected within the baseline assessment and gap analysis to benchmark existing conditions and waste generation, prepare to inform MMP goals, and needs for regional coordination in lieu of redundancy in facilities.

Identify, inventory and survey all existing materials management facilities and available capacity within the MM Planning area:

- Township Municipal systems;
- Waste haulers
- Material/Waste Processors/Processing Facility (MRF)
- Compost facilities
- Food waste collection
- Land disposal facilities
- Transfer facilities
- Recycling centers
- Diverted wastes centers (Batteries, pharmaceuticals, pesticides, tires, electronics, etc)
- Re-use
- Waste being generated but not diverted.

Calculate for benchmarking purposes the tonnage or volume of various wastes currently generated in the MMP area;

Calculate the volume of different types of wastes that are recycled, reused or processed;

Calculate available material management facility capacity and needs.

Analyze data for opportunities to divert materials from landfill:

- Example, identify a need for a given municipality due to lack of attainment with a certain aspect of materials management and use

3.0 Community Engagement and Education

Engage residents and businesses in materials management processing through broader education (outreach, PSA's, promotional messaging) of existing facilities and opportunities to participate identified in a Communications Plan to be developed.

Survey for how much residents on use of recycling carts. Develop a recycling education strategy for county and municipal government, local businesses, school

systems, and cooperative promotional waste management events.

Develop a recycling guide for the MMP area for distribution at public locations, and a digital options including a cell phone-friendly app or website to include recycling locations, Map/location feature with Contact facility information, info on recyclable materials, How-To-Prepare recyclable materials for collection and Best Practices with contact for further information.

Task 4: Program and Policy Recommendations Toward MMP Adoption

Determine materials management goals, including best practice recycling rates for various materials; Set benchmark goals for materials management; Identify capacity availability and gaps in recycling facilities, Identify new types of facilities needed or possibly shared through cooperative agreements. Specify a recommended minimum level of recycling service that incorporates reporting requirement of the benchmark recycling standards.

Identify the entities responsible for each MMP responsibility including education and outreach services, Describe mechanisms by which municipalities in the MMP area will ensure convenient recycling access. Describe the MMP transportation infrastructure, capacity and the need for travel to MMP facilities. Develop Budget for administration of the MMP process and implementation of the MMP utilizing State grants funds.

Limiting factors: Until MMP grant funding is secured, DPA and other participating entities toward completion of MMP process will be limited to business conducted during the Materials Management Planning Committee. Therefore, Q1 activities described above will be focused on administration and setting enabling conditions for future success for the process.

Section 4: Public Participation

Public participation, as required by statute and where necessary for completion of Tasks described in Section 3, will be enabled throughout the Materials Management Planning process by the following actions of the Designated Planning Agency and MMP Planning Committee:

Designated Planning Agency:

- The DPA shall maintain a distribution list of all municipalities, affected public agencies, the private sector, and all interested persons who request information regarding the plan.
 - Mailing list will be maintained electronically, and kept on central server of the Environmental Affairs and Community Development Department of Bay County.

- The designated planning agency shall maintain at least 1 central repository where all documents related to the plan may be inspected by the public.
 - Central repository will be maintained online for public dissemination at the Bay County website.
 - <https://www.baycountymi.gov/EACD/Materials-Management-Plan.aspx>
- Upon request, the designated planning agency shall submit specific tasks as outlined in the work program to all of the following for comment and advice:
 - The planning committee.
 - Municipalities.
 - Appropriate organizations.
 - The regional solid waste management planning agency.
 - Adjacent counties.
 - Certified health departments.
 - All requestors will be added to mailing list of interested persons.

MMP Planning Committee:

- The designated planning agency shall hold public meetings with the planning committee not less than quarterly each year during plan preparation.
 - MMP PC meetings are scheduled to be held monthly, at the Bay County Building.
- Public meetings shall be scheduled at a time convenient to the general public.
 - Meetings are held during the regular business hours of the Bay County Building.
- Time shall be reserved on the agenda at all public meetings for questions and comments from the general public.
 - Meetings reserve time on the agenda for questions and comments from the general public.

As required by statute, or as necessary to solicit public input, the DPA and MMP Planning Committee may direct the DPA or other designee to provide additional opportunities for input on the Materials Management Plan.

- Promote awareness of the Materials Management Planning process in print and online news.
- Attend, host, or otherwise present on the past efforts of the Bay County Solid Waste Management Plan and the new Materials Management Plan.
 - Open house, townhall, local community meetings and events, a total of 4 are anticipated during this work program, which may also be held as part of MMP PC regular committee meetings.
- Create digital surveys, story maps, etc. to solicit direct input from interested parties and individuals.

- Example discussed in MMP PC: Bay County gets archived survey and framework from Bay City, Committee generates topics of survey interest, Bay County staff put survey together, approve it at committee meeting in ~3 months, publish for input and get feedback by 6 months.

Section 5: Costs

See “EGLE Budget Template” (appended) for costs associated with Year 1 plan preparation.

Section 6: Staffing

Position	FTE	Responsibilities
DPA – EA&CD Director	0.1 (208hrs/yr)	Coordinate MMP PC, lead development in Work Plan
DPA – EA & CD Admin Support	0.1 (208hrs/yr)	Assist DPA Director in communications and required noticing for plan development
MMP Consultant(s)	n/a	Consulting services for plan development
MMP Committee	n/a	Meet as needed to assist DPA in preparation of plan

**Michigan Department of Environment, Great Lakes, and Energy
Sustainability Section
Budget Template**

Applicant Name: Bay County
 Project Title (Program): Development of a Materials Management Plan in Bay County
 Vendor Number (VSS):

Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Total (\$)	Personnel Narrative	
				Monetary	In-Kind			
Michael Losey, Director of Environmental Affairs and C	208	\$ 39.00	\$ 8,112.00			\$ 8,112.00	Michael Losey is the Director of the Environ	
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
Personnel Subtotal	208		\$ 8,112.00	\$ -	\$ -	\$ 8,112.00		
Fringe Benefits (Name & Title)								
Michael Losey, Director of Environmental Affairs and Community Develop		14.58%	\$ 1,182.73			\$ 1,182.73	Fringe Benefits Narrative Calculated based on projected 2026 Fringe B	
Health Insurance for Michael Losey @ 10% of total employer cost			\$ 912.00			\$ 912.00		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
						\$ -		
Fringe Benefits Subtotal			\$ 2,094.73	\$ -	\$ -	\$ 2,094.73		
Personnel & Fringe Benefits Subtotal			\$ 10,206.73	\$ -	\$ -	\$ 10,206.73		

Contractual Services (Name)	Description of Services	Grant (\$)	Match (\$)		Total (\$)	Contractual Services Narrative
			Monetary	In-Kind		
City of Bay City	Planning and GIS Services	\$ 10,000.00			\$ 10,000.00	Bay County proposes to utilize a combination
Plan Development Consultant(s) TBD	Planning Services	\$ 89,679.92			\$ 89,679.92	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Contractual Services Subtotal		\$ 99,679.92	\$ -	\$ -	\$ 99,679.92	
Supplies & Materials						
Supplies & Materials (Itemize)	Quantity (#)	Cost (\$/Unit)	Match (\$)		Total (\$)	Supplies & Materials Narrative
			Monetary	In-Kind		
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Supplies & Materials Subtotal			\$ -	\$ -	\$ -	
Equipment						
Equipment (Itemize)	Quantity (#)	Cost (\$/Unit)	Match (\$)		Total (\$)	Equipment Narrative
			Monetary	In-Kind		
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Equipment Subtotal			\$ -	\$ -	\$ -	

