



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

Board of Commissioners

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**MANISTEE COUNTY
GREEN TEAM/RECYCLING COMMITTEE**

Thursday, January 27, 2022
8:30 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room and via Zoom

AGENDA

- 1) Call to Order
- 2) Public Comment
- 3) Sarah Archer - P.A. 69 Recycling Update
 - a. Recycling Program Report (APPENDIX A)
- 4) Recycling Program Management Contract Extension
- 5) Other Items From Committee Members
- 6) Adjournment

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**Manistee County Green Team
Recycling Program Report – January 27, 2022
Sarah Archer, Iris Waste Diversion Specialists, Inc.**

The following is a summary of Recycling Program activity since December 2, 2021.

Meeting Attendance

- Green Team – December 2, 2021 – virtual
- Networks Northwest Materials Management Advisory Committee – January 21, 2022 - virtual

Current Volume Report

Total weight (pounds) of materials collected from 7 PA69 Recycling Program drop-off sites in 2022.

See attached Volume Report for details.

January	41,876	April	17,236	July	51,706	October	29,392
February	26,602	May	35,030	August	60,172	November	37,277
March	39,720	June	34,391	September	29,649	December	20,644
Total To-Date							422,695

- There was a 14% reduction in total volume in 2021 compared to 2020.
- Total program costs in 2021 were \$11,662.95 higher than in 2020, but increases were covered within budget. *

*Collection costs were higher due to twelve (12) occurrences of oil contaminated loads that required landfill disposal, equipment cleanup costs, and extra trips to complete the collection route at a cost of \$9,950.00 in 2022.

Education

- Monthly e-newsletter sent. The e-newsletter is being transitioned to be sent from the County website platform beginning with the February issue.
- Email sent to municipal clerks encouraging them to embed the Waste Advisor on their website.
See Attachment
- Recycling guidelines flyer updated to include Bear Lake Township residents and the closure of the Springdale Township recycling site. **See Attachment**
- Website information and documents updated.

Grant Projects

- **EGLE SCRAP TIRE GRANT**
 - The Manistee Conservation District will submit for funding and hold an event in 2022.
- **EGLE RECYCLING INFRASTRUCTURE GRANT**
 - An email notification was received on January 3, 2022 to inform that the application to make site improvements to the new Onekama recycling site was not funded.
- **EGLE MATERIALS MANAGEMENT COUNTY ENGAGEMENT GRANT**
 - Purpose of the grant “is to help counties transition from solid waste management to materials management.”
 - \$12,000 per County for multi-county applications; no match requirement from participating Counties; commitment of time to gather data and information
 - Networks Northwest submitted grant on behalf of Counties on December 15, 2021, to fund and determine the feasibility of a Regional Materials Management Plan. As of January 21, notice has not been received on the status of funding.

Operations

- Transition to new collection service provider went smoothly. All GFL Environmental bins were in place in advance of January 1. All Area 31 Recycling bins were removed by January 2.
- Onekama Township is moving forward with purchase of the property on 8 Mile Road for use as a recycling drop-off site. Awaiting level one environmental assessment of site before proceeding.
- Oil contamination at Brown Township recycling site -- January 2, 2022

Other

- Michigan Recycling Coalition Membership Renewal – **See Attachment**
 - **ACTION ITEM** – Renewal of annual membership requested in the amount of \$200.
- Recycling Coordinator Position
 - An RFP for Recycling Coordinator Position was issued November 29, 2021 and did not receive any responses at deadline on December 15, 2021.
 - A proposal was received on January 18, 2022 from Bay Area Recycling for Charities.
 - **ACTION ITEM** – Archer requests the late proposal be accepted and considered for the Recycling Coordinator position.
- PA69 Recycling Program Site Monitor Inspection Rate Increase
 - Site monitors are currently subcontracted by Manistee County to inspect the PA69 Recycling Program site locations for contamination, litter, and illegal dumping. They are in regular communication with the Recycling Coordinator and as residents of the communities where the recycling drop-off sites are located, are the local eyes on the ground, and essential to the upkeep of the local sites. They are dedicated to maintaining the drop-off sites and communicate with users of the sites about using them properly. Their service is one that goes unnoticed but is critical to the program.
 - Site monitors receive \$20 per site inspection and have not had an increase in this rate since October 2015. Based upon the regularly scheduled site inspections in 2022 an increase to \$25 per site inspection is within the current budget and highly recommended.
 - **ACTION ITEM** – Archer requests an increase in the rate for recycling site inspections from \$20 per site inspection to \$25 per site inspection, retroactive to January 1, 2022.

Manistee County PA 69 Recycling Program

Monthly Volume Data Report

December 2021

JANUARY	LBS	% Change from Previous Month
Arcadia Twp	9,128.0	-35%
Brown Twp	5,079.0	0%
Cleon Twp	3,807.0	0%
Dickson Twp	1,119.0	N/A
Maple Grove Twp	7,617.0	0%
Onekama Twp	12,171.0	-26%
Springdale Twp	2,955.0	-29%
JANUARY TOTALS	41,876.0	-15%
FEBRUARY		
Arcadia Twp	5,431.0	-68%
Brown Twp	3,076.0	-65%
Cleon Twp	1,987.0	-92%
Dickson Twp	604.0	-85%
Maple Grove Twp	3,973.0	-92%
Onekama Twp	9,225.0	-32%
Springdale Twp	2,306.0	-28%
FEBRUARY TOTALS	26,602.0	-57%
MARCH		
Arcadia Twp	9,341.0	72%
Brown Twp	4,152.0	35%
Cleon Twp	3,116.0	57%
Dickson Twp	1,316.0	118%
Maple Grove Twp	6,227.0	57%
Onekama Twp	12,452.0	35%
Springdale Twp	3,116.0	35%
MARCH TOTALS	39,720.0	49%
APRIL		
Arcadia Twp	3,741.0	-60%
Brown Twp	2,795.0	-33%
Cleon Twp	1,026.0	-67%
Dickson Twp	945.0	-28%
Maple Grove Twp	2,494.0	-60%
Onekama Twp	4,987.0	-60%
Springdale Twp	1,248.0	-60%
APRIL TOTALS	17,236.0	-57%
MAY		
Arcadia Twp	8,459.0	126%
Brown Twp	3,760.0	35%
Cleon Twp	2,820.0	175%
Dickson Twp	951.0	1%
Maple Grove Twp	4,940.0	98%
Onekama Twp	11,280.0	126%
Springdale Twp	2,820.0	126%
MAY TOTALS	35,030.0	103%
JUNE		
Arcadia Twp	7,570.0	-11%
Brown Twp	2,753.0	-27%
Cleon Twp	2,192.0	-22%
Dickson Twp	738.0	-22%
Maple Grove Twp	4,129.0	-16%
Onekama Twp	14,817.3	31%
Springdale Twp	2,192.0	-22%
JUNE TOTALS	34,391.3	-2%

JULY	LBS	% Change from Previous Month
Arcadia Twp	10,470.0	38%
Brown Twp	3,487.0	27%
Cleon Twp	2,513.0	15%
Dickson Twp	981.0	33%
Maple Grove Twp	6,614.0	60%
Onekama Twp	24,384.0	65%
Springdale Twp	3,257.0	49%
JULY TOTAL	51,706.0	50%
AUGUST		
Arcadia Twp	14,497.0	38%
Brown Twp	5,443.0	56%
Cleon Twp	3,227.0	28%
Dickson Twp	2,126.0	117%
Maple Grove Twp	7,587.0	15%
Onekama Twp	23,949.0	-2%
Springdale Twp	3,343.0	3%
AUGUST TOTAL	60,172.0	16%
SEPTEMBER		
Arcadia Twp	9,610.0	-34%
Brown Twp	1,800.0	-67%
Cleon Twp	1,274.0	-61%
Dickson Twp	649.0	-69%
Maple Grove Twp	2,830.0	-63%
Onekama Twp	12,481.0	-48%
Springdale Twp	1,005.0	-70%
SEPTEMBER TOTAL	29,649.0	-51%
OCTOBER		
Arcadia Twp	8,076.0	-16%
Brown Twp	2,492.0	38%
Cleon Twp	1,674.0	31%
Dickson Twp	1,158.0	78%
Maple Grove Twp	4,253.0	50%
Onekama Twp	8,810.0	-29%
Springdale Twp	1,929.0	92%
OCTOBER TOTAL	28,392.0	-4%
NOVEMBER		
Arcadia Twp	10,067.0	25%
Brown Twp	2,982.0	20%
Cleon Twp	2,269.0	36%
Dickson Twp	1,557.0	34%
Maple Grove Twp	4,754.0	12%
Onekama Twp	13,032.0	48%
Springdale Twp	2,616.0	36%
NOVEMBER TOTAL	37,277.0	31%
DECEMBER		
Arcadia Twp	4,315.0	-57%
Brown Twp	2,417.0	-19%
Cleon Twp	1,331.0	-41%
Dickson Twp	1,026.0	-34%
Maple Grove Twp	3,852.0	-19%
Onekama Twp	6,385.0	-51%
Springdale Twp	1,318.0	-50%
DECEMBER TOTAL	20,644.0	-45%

YEAR TO DATE (in lbs.)	422,695.3
YEAR TO DATE (tons)	211.3

Year to date comparison by site

Totals in pounds	Dec-20	Dec-21	Totals in tons	Dec-20	Dec-21
Arcadia Twp	12,323.0	4,315.0	Arcadia Twp	6.2	2.2
Brown Twp	5,093.0	2,417.0	Brown Twp	2.5	1.2
Cleon Twp	3,819.0	1,331.0	Cleon Twp	1.9	0.7
Dickson Twp	N/A	1,026.0	Dickson Twp	N/A	0.5
Maple Grove Twp	7,640.0	3,852.0	Maple Grove Twp	3.8	1.9
Onekama Twp	15,277.0	6,385.0	Onekama Twp	7.6	3.2
Springdale Twp	3,819.0	1,318.0	Springdale Twp	1.9	0.7
Totals in pounds	47,971	20,644	Totals in Tons	24.0	10.3

ReCollect

Embedding the Waste Advisor web app

- Embed the web app for free in multiple locations on your website.
- Simply add two lines of code to the webpage.
 - Find the code here:
<https://example.recollect.net/example/wizard/ManisteeCountyMI>

Take a look at the [video tutorial guide to embedding](#).

Tips and best practices

- The goal is to make it easy for residents to search for waste materials.
- Embed prominently on websites and webpages that residents visit frequently.
- Optimally embed the web app

Please use this checklist to verify that your web app is embedded optimally.

- Above the fold - i.e., as close to the top of the page as possible
 - * Tip: if you have to scroll to find the web app, it is too far down the page
- On partnering companies web pages (if applicable)
 - Haulers
 - Environmental agencies
 - All associated county/city/township web pages
- On social media pages (if applicable)
 - Facebook
 - Twitter
- Little to no text above the web app, it speaks for itself

WASTE ADVISOR New Material Look-Up Tool

Manistee County has launched a new material look-up tool called the Waste Advisor which can be found on the Recycling Department Homepage of the County website, www.manisteecountymi.gov. The look-up tool is a product of ReCollect and is a low-cost method for educating the public on how and where to properly recycle, reuse, donate, or dispose of unwanted materials.

The Waste Advisor is locally focused, and the information is updated and maintained by Manistee County.

A key benefit of the Waste Advisor is the ability for it to be embedded into stakeholder websites at no cost to them, and at no additional cost to the County. By adding the Waste Advisor to your website, residents can easily find answers about what to do with their unwanted stuff, even after business hours. The information provided through the Waste Advisor is managed by Manistee County. All information and updates are loaded immediately so your residents always have current information.

Recycling By Community

Cardboard Recycling Trailers

2021 Scrap Tire Drop-Off Event

Household Hazardous Waste

Home > Departments > Recycling

Recycling

WASTE ADVISOR

Not Sure What To Do With Stuff?
Check the Waste Advisor below.
Enter an item in the search bar and learn how to handle them the right way!

Waste Advisor Share

Waste Advisor Upcoming Events Need help?

Type the name of a waste item and we'll tell you how to recycle or dispose of it.

Popular Searches

Mattress Shredded paper Old license plates Motor oil

Privacy | Terms of Service | Cookie Policy

Powered by ReCollect

Follow the steps and tips on the next page to successfully embed the Waste Advisor on your website.

MANISTEE COUNTY PA69 RECYCLING DROP-OFF PROGRAM

manisteecountymi.gov (231) 398-3500

YOU CAN RECYCLE THESE:



**Glass Bottles & Jars
(All Colors)**



**#1, #2, & #4-#7 Plastic
Bottles & Containers**



**Aluminum, Steel
Cans & Foil**



**Paperboard Boxes
(cereal, pasta, & tissue)**



**Newspapers & Inserts,
Phonebooks, Magazines**



**Flattened Corrugated
Cardboard & Clean
Pizza Boxes**



**Regular & Junk Mail,
Office Paper, File Folders**

Flatten cardboard boxes, empty and rinse containers, and leave caps on plastic bottles.
OK to leave on paper products: staples, clips, labels, stamps, tape, spiral bindings and metal fasteners

BUT NOT THESE:



**Plastic Bags
(Recycle at Meijer)**



**Motor Oil & Motor
Oil Containers**



Propane Tanks



**Foam Containers or
Foam Packaging**



Scrap Metal



**Construction
Materials**



**Pet Food, Bird Seed
& Animal Feed Bags**



**Electronic Devices
or Batteries**



**Paint, Chemicals
& Cleaners**



**Garden Hoses or
Lawn Furniture**



**Medications,
Needles & Syringes**



**Light Bulbs, Windowpanes,
Mirrors & Ceramics**

RECYCLING DROP-OFF LOCATIONS

**For use by residents of participating
PA69 Recycling Program Communities:**

Arcadia Township • Bear Lake Township & Village • Brown Township •
Cleon Township & Village of Copemish • Dickson Township/Brethren •
Marilla Township • Maple Grove Township & Village of Kaleva •
Onekama Township & Village • Springdale Township

Arcadia Township Hall
3422 Lake Street

Brown Township Hall
8233 Coates Highway

Bay Area Recycling for Charities - Kaleva
14407 Industrial Drive

Copemish
Brown Street & W. Cleon Street (CO604)

Dickson Township
Wingert Street, behind Fire Dept., Brethren

Onekama Township Hall
5435 Main Street

SUPPORT OUR SCHOOLS

RECYCLE CARDBOARD in Packaging Corp. of America fundraising semi-trailers located at the following drop-off locations. Open to all residents and businesses.

Bay Area Recycling for Charities - Kaleva

Betsie Valley School - Thompsonville

Manistee Catholic Central School

Old Brethren High School

Onekama Township Hall

Wellston Transfer Station



QUESTIONS ABOUT AN ITEM?

Check the Waste Advisor at:
manisteecountymi.gov/356/Recycling

COUNTY OF
manistee
RECYCLING



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Michigan Recycling Coalition
PO Box 10070
Lansing, MI 48901
United States
517-974-3672

INVOICE 4171



Manistee County
415 Third St.
Manistee, MI 49660
United States

Invoice # 4171
Invoice Date 01/19/2022
Invoice Due 03/18/2022

Amount Due	\$ 200.00
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Transactions

Description	Amount
Membership Renewal - Nonprofit and Government - Manistee County - (through March 18, 2023) Julie Schmeling	\$ 200.00

Total Amount	\$ 200.00
Amount Paid	-\$ 0.00
Amount Due	\$ 200.00



Waste Diversion Specialists, Inc.

Program Development, Implementation & Management ▼ Marketing & Promotion ▼ Education

Memorandum

To: Lisa Sagala, Manistee County Controller/Administrator
From: Sarah Archer, Recycling Coordinator
Date: January 25, 2022
Re: Recycling Program Management RFQ

The Recycling Program Management Request for Proposals was issued on November 29, 2021, with a closing date of December 15, 2021. At the time of the closing date, no proposals were received. This was unexpected as I had conversations with interested parties prior to the issuance of the RFP.

During a phone conversation regarding the status of the RFP, Andy Gale, President of Bay Area Recycling for Charities, indicated they had planned to submit a proposal and explained that due to the timing of the RFP deadline relative to staff changes and the onset of the holiday season, they were unable to meet the December deadline. Given the pending lapse of my contract, I suggested he submit a proposal. I received a proposal via email on January 18, 2022.

After reviewing the proposal, it is my recommendation the Board of Commissioners accept this proposal and award the contract to Bay Area Recycling for Charities. They are a long standing and respected organization and have a local presence and vested interest in Manistee County. They have been willing partners in support of the PA 69 Recycling Program and host the recycling site on the grounds of their facility in Kaleva. They have also provided a location, equipment, and staff support for the Countywide Scrap Tire collection events for the past 3 years.

I have spoken with three references to verify their qualifications and service performance. Both references spoke highly of Andy Gale and his organization and believe they have the skills necessary to manage the recycling program.

We have negotiated a program management fee that is sustainable with the existing program budget.

I am requesting an award of this contract at the Commissioners meeting on February 15, 2022, with the commencement of service on March 1, 2022. The extension of my contract expires on January 31 however, I would agree to another extension until February 28, 2022 to allow time for me to transition the program into the hands of Bay Area Recycling for Charities staff.

Feel free to contact me with any questions regarding this request and recommendation.

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Calculation of Estimated Revenue from Townships			
Township	2021 Special	2021 Parcel	Township Recy
Arcadia	606		\$10,908.00
Bear Lake	1105		\$19,890.00
Brown	450		\$8,100.00
Cleon	584		\$10,512.00
Dickson	776		\$13,968.00
Maple Grove	782		\$14,076.00
Marilla	253		\$4,554.00
Oneskama	1338		\$24,084.00
Springdale	651		\$11,718.00
TOTALS	6,545	-	\$117,810.00
\$19/HH	6,545		\$124,355.00
\$20/HH	6,545		\$130,900.00

Estimated Cost Distribution per Parcel Paid @ \$18.00 per Parcel				
Total Estimated Parcel Count	Collection Cost	Prog Mgt Cost	Site Monitor Cost	Cost Per Parcel
6,545	\$ 8.56	\$ 7.33	\$ 1.99	\$ 0.39
				\$18.27

Site Monitor Cost Calculations: \$25 per inspection														
# Wks/Month	Arcadia		Brown		Cleon		Dickson		Maple Grove		Oneskama		TOTAL	
	Frequency/Week	2	1	1	1	1	1	2	3	10				
		Arcadia	Brown	Cleon	Dickson	Maple Grove	Oneskama						Total per Month	Total Cost/Month
Jan-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Feb-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Mar-22	5	10	5	5	5	10	15					50	\$ 1,250.00	
Apr-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
May-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Jun-22	5	10	5	5	5	10	15					50	\$ 1,250.00	
Jul-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Aug-22	5	10	5	5	5	10	15					50	\$ 1,250.00	
Sep-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Oct-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
Nov-22	5	10	5	5	5	10	15					50	\$ 1,250.00	
Dec-22	4	8	4	4	4	8	12					40	\$ 1,000.00	
52	Total Inspections	104	52	52	52	104	156					520	\$ 13,000.00	

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Month	Collection Cost Calculations			Program Mgt Cost Calculations			Estimated Total Program Costs
	GFL Collection Costs	Additional Fees (Contamination Disposal, Additional Service ¹)	Total Estimated Collection Costs	Local Site Monitor \$25 per inspection	BARC Program Mgt Costs	Other (Printing, Supplies)	
Jan-22	\$4,666.66		\$4,666.66	\$1,000.00	\$4,000.00	\$500.00	\$10,166.66
Feb-22	\$4,666.66		\$4,666.66	\$1,000.00	\$4,000.00		\$9,666.66
Mar-22	\$4,666.66		\$4,666.66	\$1,250.00	\$4,000.00		\$9,916.66
Apr-22	\$4,666.66		\$4,666.66	\$1,000.00	\$4,000.00		\$9,666.66
May-22	\$4,666.67		\$4,666.67	\$1,000.00	\$4,000.00	\$2,050.00	\$11,716.67
Jun-22	\$4,666.67		\$4,666.67	\$1,250.00	\$4,000.00		\$9,916.67
Jul-22	\$4,666.67		\$4,666.67	\$1,000.00	\$4,000.00		\$9,666.67
Aug-22	\$4,666.67		\$4,666.67	\$1,250.00	\$4,000.00		\$9,916.67
Sep-22	\$4,666.67		\$4,666.67	\$1,000.00	\$4,000.00		\$9,666.67
Oct-22	\$4,666.67		\$4,666.67	\$1,000.00	\$4,000.00		\$9,666.67
Nov-22	\$4,666.67		\$4,666.67	\$1,250.00	\$4,000.00		\$9,916.67
Dec-22	\$4,666.67		\$4,666.67	\$1,000.00	\$4,000.00		\$9,666.67
TOTAL	\$56,000.00	\$0.00	\$56,000.00	\$13,000.00	\$48,000.00	\$2,550.00	\$119,550.00

GFL/BARC Per Month	GFL YR 1	GFL YR 2	GFL YR 3	ProgMgt YR 1	ProgMgt YR 2	ProgMgt YR 3
	\$56,000.00	\$57,000.00	\$58,000.00	\$63,550.00	\$64,940.00	\$66,423.00
	\$4,666.67	\$4,750.00	\$4,833.33	\$4,000.00	\$4,120.00	\$4,243.58
	Projected FY2021-2022 Program Projected Total Costs \$119,550.00					
	2022 Calendar Year Parcels Assessed PA69 Recycling Program \$117,810.00					
	Business Recycling Sponsorship Program Estimate \$1,000.00					
	Difference \$2,740.00					
	General Fund Approved \$13,000.00					
	Budget Balance \$15,740.00					
	¹ Qualifying parcels for Recycling Assessment per Equalization 6.545 parcels X \$18					

	Recycling Program Management Fee Scenarios		
	Year 1	Year 2	Year 3
Collection Costs	\$56,000.00	\$57,000.00	\$58,000.00
Prog Mgt Costs	\$63,550.00	\$64,940.00	\$66,423.00
Total Prog Costs	\$119,550.00	\$121,940.00	\$124,423.00
PA69 Revenue	\$117,810.00	\$117,810.00	\$117,810.00
BusSponsorships	\$1,000.00	\$1,000.00	\$1,000.00
Gen Fund \$	\$13,000.00	\$13,000.00	\$13,000.00
Total Revenue	\$131,810.00	\$131,810.00	\$131,810.00
Balance/Deficit	\$12,260.00	\$9,870.00	\$7,387.00