



Cass County Solid Waste Committee

Jeremiah Jones - Korie Blyveis - Linda Preston - James Dodd - Dan Stutsman - Barb Belland - Susan Donoho - Amy Husser -
-Naomi Ludman

BOARD MEETING AGENDA 2ND FLOOR CONFERENCE ROOM 120 N. Broadway Cassopolis, MI 49031

July 18, 2022 – 6:00 p.m. – 7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of Minutes – June 20, 2022**
- V. Old Business**
- VI. New Business**
 - 1. Residential Tire Program – Skip Dyes, Robert Thompson**
 - 2. Cass County Profile provided by EGLE**
- IX. Public Comment**
- X. Adjournment**

Cass County Solid Waste Planning Committee
Minutes

Minutes for the Cass County Solid Waste Planning Committee Meeting
June 20, 2022

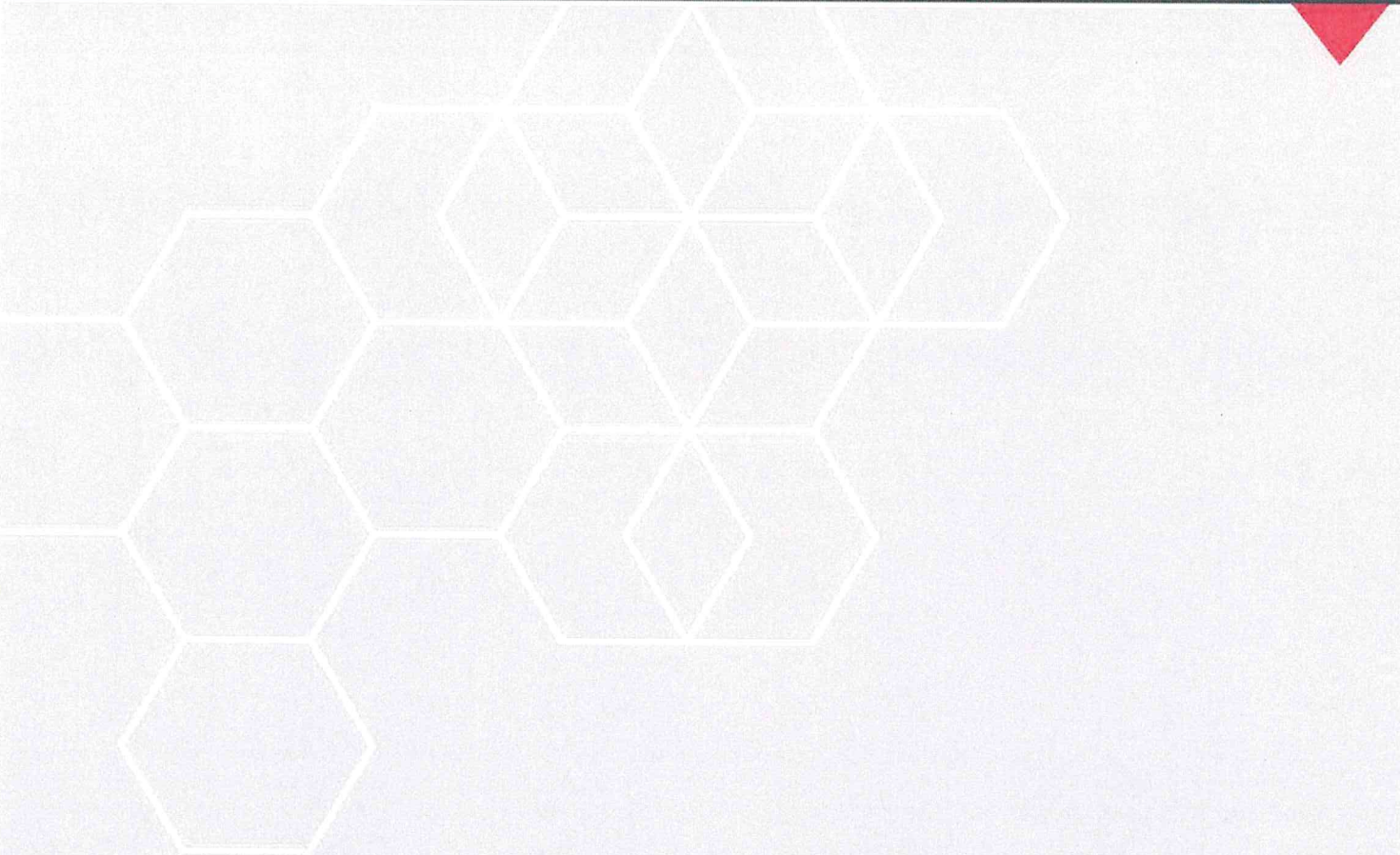
1. Susan Donoho called the meeting to order at 6:07 pm. Amy Huser was assigned to take minutes.
2. Those in attendance were:
Susan Donoho, Amy Huser, Jeremiah Jones, Korie Blyveis, Jim ?, Naomi ?, and Barb ?
Absent: Linda Preston and Dan ?
Clarification was made that the committee needs 7 people in attendance for a quorum to be present to vote on items on the agenda.
3. No modifications were made to the agenda
4. Agenda was approved without modifications
5. No minutes were distributed from the previous meeting.
6. No financial report needed at this point. Jeremiah noted that Susan's travel and mileage will be reimbursed by the county once the proper paperwork is filed. This benefit is for officers on the committee only.
7. There was no public comment.
8. No hearings scheduled.
9. No old business noted.
10. New business
 - a. Bylaws: Susan noted she would like to be sure the committee has the ability to recommend members and questioned if that would be acceptable with the latest revisions to the bylaws. Jeremiah clarified that committee members can ask people to apply to open positions on the committee, but their application needs to go through the official appointment process with the commissioners. The committee unanimously voted to accept the bylaws as written in the latest revision sent by Matt Newton. Naomi motioned to accept them and Jeremiah seconded.
Clarification was made as to what roles each current board member is serving (as required in item 5.5 of the bylaws) and which positions are open:
 1. Four (4) Representatives from the Solid Waste Management Industry. - ALL OPEN
 2. Two (2) Representatives from Environmental Interest Groups. - Korie (Cass County Conservationist) and Amy (Sustainability Director at Camp Friedenswald)
 3. One (1) Elected Official, or his/her designee, from City Government. - Jim (Dowagiac)
 4. One (1) Elected Official, or his/her designee, from County Government. - Jeremiah (Commissioner)
 5. One (1) Elected Official, or his/her designee, from Township Government. - Dan (which township?)
 6. One (1) Representative from the Southwest Michigan Planning Commission. - Linda
 7. Three (3) Representatives from the General Public. - Susan, Barb, Naomi
 8. One (1) Representative from the Industrial Waste Generator Sector. - OPEN

Cass County Solid Waste Planning Committee
Minutes

It was noted that it will be hard to fill the positions for representatives from the solid waste industry. Jeremiah has tried to connect with both Waste Management and Michiana about this. Korie said there may be new criteria for this committee coming from the state that changes the position requirements, but that the make-up of this committee is a requirement from the state of Michigan.

- b. Information from the West Michigan Sustainable Business Forum was tabled until the next meeting.
11. Meetings for the rest of the year are to be held in the Kincheloe Room in the Cass County building at 6:00 pm each month. Dates are as follows:
- a. Monday, July 18th
 - b. Monday, August 15th
 - c. Monday, September 19th
 - d. Monday, October 17th
 - e. Monday, November 21st
12. Jeremiah moved to adjourn and Barb seconded. Meeting was adjourned at 6:45pm.

Agenda Date	Meeting Date	The committee approved of these dates. Per bylaws.					
2022							
July 5	July 18	late due to new information from Recycle.com and West Michigan Sustainable business Forum - as per Agenda needs.					
Aug 2	Aug 15						
Sept 6	Sept 19						
Oct 4	Oct 17						
Nov 7	Nov 21						
Dec 5	Dec 19						
2023							
TBD							



Cass County

COUNTY PROFILE
DRAFT FOR REVIEW

January 2022

PREPARED BY:

RRS  | recycle.com

COMMISSIONED BY:



MICHIGAN DEPARTMENT OF ENVIRONMENT,
GREAT LAKES AND ENERGY

PROJECT OVERVIEW

MATERIALS MANAGEMENT INFRASTRUCTURE AND PROGRAM PROJECT OVERVIEW

Michigan is preparing to embark on a new era of materials management. Michigan Department of Environment, Great Lakes, and Energy (EGLE) is shifting their focus from disposal as the primary effort towards a circular economy where all waste materials find their highest and best use. Michigan took its first steps towards materials management a few years ago by securing funding to support an economy that reuses and recycles resources. An important component of that funding is for Solid Waste Management Planning – now referred to as Materials Management Planning. Materials management plans form the foundation of the changes the state is preparing to make. EGLE has switched focus from solid waste disposal to materials management, including waste reduction, diversion, recycling, and composting activities. EGLE recognizes the importance of minimizing the environmental impacts of the material choices made every day and will work to establish convenient, inclusive access to recycling, composting, and waste reduction opportunities.

To support this new era of materials management and future planning activities, EGLE has initiated a massive data collection project to document and inventory the current state of materials management systems in all municipalities within Michigan's 83 counties. The primary objective of the Michigan Materials Management Infrastructure and Program project, also known as Mega Data, is to provide the baseline of data necessary for counties to develop future materials management plans and provide a roadmap for materials management moving forward.

EGLE has contracted with Resource Recycling Systems (RRS) to assist with data collection, which began in 2020 with a focus on municipalities, counties, haulers, and materials management facilities. The pandemic has slowed the project down, and it is now anticipated to be completed by September 2022.

PURPOSE OF THE COUNTY PROFILE

The purpose of this County Profile report is twofold. First, the profiles provide the opportunity to summarize all the information collected for all 83 counties and their municipalities to date as a project milestone. Second, despite the extensive research and information collection, RRS acknowledges that the information presented here may be incomplete. The County Profiles offer the opportunity for each county to review, edit and add to their county's profile information. This will assist EGLE and RRS to create a baseline of data and information to support future Materials Management Planning.

COUNTY PROFILE DEVELOPMENT

The County Profiles contain information that reflects research and outreach to understand programs and services available at the county and municipal levels. The information summarized here corresponds to information required in the state's Solid Waste Management Plan format and will assist counties and designated planning agencies with future plan development. The information for the Profiles was collected from the following sources:

- Approved Solid Waste Management Plans
- EGLE's Waste Data System (WDS)
- EGLE's Recycle Search tool
- EGLE's Recycling Specialist staff
- Interviews with County program coordinators and designated planning agents
- County Run Measurement Program Survey via ReTRAC
- Municipal Measurement Program Survey via ReTRAC
- Information obtained through Freedom of Information Act requests
- Web research

This profile focuses on **residential programs and services**. If available, additional information is being collected about commercial and multi-family offerings and will be included in the final information provided to EGLE.

YOUR REVIEW OF THE COUNTY PROFILE

For review of this document, RRS asks that each county coordinator or DPA reviews each section for accuracy and gaps. To assist with capturing your feedback, RRS has prepared an online review form in Google Forms.

<https://forms.gle/LQjj7UDJ4F3ps3xt9>.

RRS is also available to accept information over the phone or email, so please do not hesitate to reach out to:

Anna Lynott, Senior Consultant
Resource Recycling Systems
alynott@recycle.com
734-646-5822

Please submit your review no later than Friday, February 25, 2022.

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COUNTY PROGRAMS AND SERVICES

Each county is unique and offers a different combination of services for its residents. RRS conducted research on the following programs and services to determine about the types of services provided by the County.

SERVICE TYPE	AVAILABILITY
County Curbside Trash	No
County Curbside Recycling	No
County Curbside Organics	No
County Drop-off Trash	No
County Drop-off Recycling	No
County Drop-off Organics	No
County Drop-off Household Hazardous Waste	Yes

COUNTY DROP-OFF HOUSEHOLD HAZARDOUS WASTE

PROGRAM DETAILS	
Program Name	Cass County Household Hazardous Waste Collection
Access Type	Events Temporary Drop-off
Service Type and Description	District-Only- Cass County
Link to program information	https://www.casscountymi.org/DocumentCenter/View/1365/HHW-August-21-2021?bidId=

MUNICIPAL PROGRAMS AND SERVICES

The following information summarizes municipal programs and services for materials management, with an emphasis on trash, recycling, and organics collection programs. The information is organized by either trash, recycling, or organics. In each area, the information is summarized by community to show if collection services are provided and by who, where the material flows to, and if there is a waste diversion center available as part of available services.

TRASH

The information is summarized to show by community who provides the service (if provided), where the material flows to, and if there is a waste diversion center available.

Community	Trash Hauler	Trash Drop-off Program	Landfill
Calvin township			
Cassopolis village (part)	Michiana Recycling and Disposal Services		
Cassopolis village (part)	Michiana Recycling and Disposal Services		
Dowagiac city			
Edwardsburg village	Borden Waste Away		
Howard township			
Jefferson township			
Marcellus village	Michiana Recycling and Disposal Services	Westside Landfill	
Mason township			
Milton township		Milton Township Spring Clean	
Newberg township		Westside Landfill	
Niles city (part)			
Pokagon township		Pokagon Township Transfer Station	
Porter township			

Remainder of LaGrange township			
Remainder of Marcellus township		Westside Landfill	
Remainder of Ontwa township		Ontwa Township Clean-Up	
Remainder of Penn township			
Silver Creek township			
Vandalia village			
Volinia township			
Wayne township			

RECYCLING

The information is summarized to show by community who provides the service (if provided), where the material flows to, and if there is a waste diversion center available.

Community	Recycling Hauler	Recycling Drop-off Program	Recycling Sorting Facility
Calvin township			
Cassopolis village (part)	Michiana Recycling and Disposal Services		
Cassopolis village (part)	Michiana Recycling and Disposal Services		
Dowagiac city			
Edwardsburg village	Borden Waste Away		
Howard township			
Jefferson township			
Marcellus village	Michiana Recycling and Disposal Services		
Mason township			
Milton township		Milton Township Spring Clean Up	
Newberg township			
Niles city (part)			
Pokagon township			
Porter township			
Remainder of LaGrange township			
Remainder of Marcellus township	Michiana Recycling and Disposal Services		
Remainder of Ontwa township			
Remainder of Penn township			

Silver Creek township

Vandalia village

Volinia township

Wayne township

ORGANICS

The information is summarized to show by community who provides the service (if provided), where the material flows to, and if there is a waste diversion center available. Communities and facilities that accept food waste are noted with an asterisk.

Community	Organics Hauler	Organics Drop-off Program	Organics Processing Facility
Calvin township			
Cassopolis village (part)	Michiana Recycling and Disposal Services	Village of Cassopolis	
Cassopolis village (part)	Michiana Recycling and Disposal Services	Village of Cassopolis	
Dowagiac city	Dowagiac City	City of Dowagiac Compost Site	
Edwardsburg village	Edwardsburg Village		
Howard township			
Jefferson township			
Marcellus village	Marcellus village		
Mason township			
Milton township			
Newberg township			
Niles city (part)			
Pokagon township			
Porter township			
Remainder of LaGrange township			
Remainder of Marcellus township			
Remainder of Ontwa township			
Remainder of Penn township			
Silver Creek township			
Vandalia village			

Volinia township

Wayne township

HAZARDOUS HOUSEHOLD WASTE

Community	HHW Drop-off Program	HHW Waste Diversion Center	Permanent Drop-off or Event
Calvin township	Cass County Household Hazardous Waste Collection		Event
Cassopolis village (part)	Cass County Household Hazardous Waste Collection		Event
Cassopolis village (part)	Cass County Household Hazardous Waste Collection		Event
Dowagiac city	Cass County Household Hazardous Waste Collection		Event
Edwardsburg village	Cass County Household Hazardous Waste Collection		Event
Howard township	Cass County Household Hazardous Waste Collection		Event
Jefferson township	Cass County Household Hazardous Waste Collection		Event
Marcellus village	Cass County Household Hazardous Waste Collection		Event
Mason township	Cass County Household Hazardous Waste Collection		Event
Milton township	Cass County Household Hazardous Waste Collection		Event
Newberg township	Cass County Household Hazardous Waste Collection		Event

Niles city (part)	Cass County Household Hazardous Waste Collection		Event
Pokagon township	Cass County Household Hazardous Waste Collection		Event
Porter township	Cass County Household Hazardous Waste Collection		Event
Remainder of LaGrange township	Cass County Household Hazardous Waste Collection		Event
Remainder of Marcellus township	Cass County Household Hazardous Waste Collection		Event
Remainder of Ontwa township	Cass County Household Hazardous Waste Collection		Event
Remainder of Penn township	Cass County Household Hazardous Waste Collection		Event
Silver Creek township	Cass County Household Hazardous Waste Collection		Event
Vandalia village	Cass County Household Hazardous Waste Collection		Event
Volinia township	Cass County Household Hazardous Waste Collection		Event
Wayne township	Cass County Household Hazardous Waste Collection		Event

MATERIALS MANAGEMENT FACILITIES IN COUNTY

The following is a list of materials management facilities identified as being physically located within the County to verify that the facilities are known by counties and operation status may be verified. Therefore, the information presented here is simplified and does not include the same level of detail required for solid waste plans. Please note that all information required by solid waste management plans is being collected and documented by RRS as a part of this project.

This list does not reflect all the destinations for materials collected in the county. That information is described in the Municipal Programs and Services section. Definitions for the different types of materials management facilities are included here, and more details about the facilities is provided in Appendix B.

Facility Category	Facility Name	Address	City	Facility Type
Organics Facilities	City of Dowagiac Compost Site	513 Riverside Drive	Dowagiac	
Organics Facilities	Village of Cassopolis	23800 Pokagon Highway	Cassopolis	
Transfer Stations	Waste Management of MI Western	57710 M 51 S	Dowagiac	Transfer Station Only
Transfer Station	Pokagon Township Transfer Station			Permanent Drop-off
WDCs	Padnos - Sustainable Recycling	30750 Edwards Street	Dowagiac	Permanent Drop-off
WDCs	Village Of Marcellus	177 E Main Street	Marcellus	Permanent Drop-off
WDCs	Milton Township Spring Clean			Temporary Drop-off
WDCs	Ontwa Township Clean-Up			Temporary Drop-off

EDUCATION AND OUTREACH

For education and outreach, RRS conducted an inventory of information displayed on county websites. Websites are often used as the primary means of information for residents, and this project offers an opportunity to identify best practices for distributing information to encourage proper materials management.

WEBSITE INVENTORY OVERVIEW

Type of information or resource	Availability	Links
Curbside recycling information	No	
Curbside recycling Guidelines	No	
Drop-off Recycling information	No	
Drop-off Recycling Guidelines	No	
Household Hazardous Waste Information	Yes	https://www.casscountymi.org/DocumentCenter/View/1260/HHW?bidId=
Special Event Information	Yes	https://www.casscountymi.org/DocumentCenter/View/1260/HHW?bidId=
Resource or Recycling Guide	No	
Search Tool (Waste Wizard, Recycle Coach or custom)	No	
Program Funding information or link	No	
Local or County policy information or link	No	
Link to Solid Waste Management Plan	No	
Solid Waste Planning Committee Information or link	Yes	https://www.casscountymi.org/1283/Boards-and-Commissions
List or links to services by municipality (hauler, type of service, etc.)	No	
List of Service Providers	No	
List of Facilities for disposal	No	
Links to other organizations that may provide services	No	

Social Media Accounts

No

General resources section
(generic links to national
organizations like EPA or
Earth911)

No

Department where this
information is available online

No Program

Is information available on
main page of county website

No

POLICY

RRS has initiated a review of ordinances enacted by local municipalities, including cities, towns, villages and counties to further the State of Michigan's understanding of the regulatory framework to increase the amount of material from disposal. The majority of this information was obtained through a Freedom of Information Act request to municipalities. Other sources included information provided directly on community websites and the Michigan Municode library available online.

The majority of the ordinances obtained primarily address the storage and collection of waste within the residential and commercial sector. Most do not specifically address multifamily other than a presumption that multifamily locations are considered commercial properties that an owner or manager has the responsibility for assuring for the proper collection of wastes. Another major approach is that ordinances are directed at illegal dumping and nuisance mitigation. Finally, many ordinances address the payment and fee method that is employed by both the municipality on behalf of residents or how contracted service providers assess fees and manage payment collection.

The following section summarizes policy information collected from the county and its municipalities.

Municipal Policy	Policy Type	Requirements
Cassopolis village	Ordinance	Collection and disposal of waste, exclusions, exclusive hauler contract, prohibited materials, container specifications, prohibition of scavenging, establishment of rates and billing
Edwardsburg village	Ordinance	Collection and disposal of waste, licensure of haulers, waste restrictions, establishment and payment of rates
Marcellus village	Ordinance	Collection and disposal of waste, establishment and payment of rates, fees, and charges, container specifications, collection practices, contractual requirements and award process, appeals, refuse incineration control

APPENDIX A

Accepted Recyclables by Material and Community
for Curbside and Drop-off

CURBSIDE RECYCLABLES ACCEPTED BY TYPE AND COMMUNITY

PAPER ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY – CURBSIDE

Community	Fiber/Paper	Cartons	Chipboard	Junk Mail	Kraft Bags	Mixed Paper	MOP	OCC	OMG	ONP	Telephone	White Ledger
Edwardsburg village	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Marcellus township	Y	N	N	Y	Y	N	N	Y	N	Y	N	N
Marcellus village	Y	N	N	Y	Y	N	N	Y	N	Y	N	N
Newberg township	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N

PLASTIC ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY – CURBSIDE

Community	Plastic	Bottles & Jugs	Tubs & Non-	Bulky Rigid	All PET #1	Colored PET #1	Clear PET #1	All HDPE #2	nHDPE #2	cHDPE #2	PVC #3	LDPE #4	PP #5	PS #6	EPS #6	Mixed Plastics	Other Plastics	Plastic Bags	Plastic Films
Edwardsburg village	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N
Marcellus township	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N
Marcellus village	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N
Newberg township	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

METAL & GLASS ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY – CURBSIDE

Community	Metals	Aerosol Cans	Aluminum Cans	Aluminum Foil	Appliances	Bi-Metal Cans	Non-Ferrous Scrap	Other Ferrous Scrap	Tin-platted Steel	Glass	Bottles / Jars	Blue / Other	Brown	Clear	Green	Mixed	Non-Container
Edwardsburg village	Y	N	Y	Y	N	Y	N	N	Y	Y	Y	N	N	Y	N	Y	N
Marcellus township	Y	N	Y	Y	N	N	N	N	Y	N	N	N	N	N	N	N	N
Marcellus village	Y	N	Y	Y	N	N	N	N	Y	N	N	N	N	N	N	N	N
Newberg township	Y	N	Y	Y	N	Y	N	N	Y	Y	Y	N	N	N	N	N	N

DROP-OFF RECYCLABLES ACCEPTED BY TYPE AND COMMUNITY

PAPER ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY - DROP-OFF

Community	Fiber/Paper	Cartons	Chipboard	Junk Mail	Kraft Bags	Mixed Paper	MOP	OCC	OMG	ONP	Telephone	White Ledger
Milton Township Spring Clean	Y	N	N	N	N	Y	Y	N	N	N	N	Y

PLASTIC ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY - DROP-OFF

Community	Plastic	Bottles & Jugs	Tubs & Non-	Bulky Rigids	All PET #1	Colored PET #1	Clear PET #1	All HDPE #2	nHDPE #2	cHDPE #2	PVC #3	LDPE #4	PP #5	PS #6	EPS #6	Mixed Plastics	Other Plastics	Plastic Bags	Plastic Films
Milton Township Spring Clean	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

METAL & GLASS ACCEPTABLE MATERIALS BY TYPE AND COMMUNITY - DROP-OFF

Community	Metals	Aerosol Cans	Aluminum Cans	Aluminum Foil	Appliances	Bi-Metal Cans	Non-Ferrous Scrap	Other Ferrous Scrap	Tin-platted Steel	Glass	Bottles / Jars	Blue / Other	Brown	Clear	Green	Mixed	Non-Container
Milton Township Spring Clean	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

APPENDIX B

ADDITIONAL FACILITY INFORMATION

ORGANICS FACILITIES

"Composting facility" means a facility where composting of yard clippings or compostable material occurs using composting technology. Composting technology may include physical turning, windrowing, aeration, or other mechanical handling of organic matter. Anaerobic Digesters also fall under the category of Organics Facilities. In such a facility, organic matter, such as manure, wastewater biosolids, and food waste, break down in the absence of oxygen.

Organics			
Facility Name	City of Dowagiac Compost Site	Address	513 RIVERSIDE DRIVE
Operator		City/ST/Zip	Dowagiac MI 49047
Owner			
Source			
Material			
Technology			

Organics			
Facility Name	Village of Cassopolis	Address	23800 Pokagon Highway
Operator		City/ST/Zip	Cassopolis MI 49031
Owner			
Source			
Material			
Technology			

TRANSFER STATIONS

A tract of land, a building and any appurtenances, or a container, or any combination of land, buildings, or containers that is used or intended for use in the rehandling or storage of solid waste incidental to the transportation of the solid waste but is not located at the site of generation or the site of disposal of the solid waste.

Transfer Station			
Facility Name	Waste Management of MI Western	Address	57710 M 51 S
Operator		City/ST/Zip	Dowagiac MI

Owner	Waste Management of Michigan, Inc.	
Facility Type	Transfer Station Only	

Transfer Station

Facility Name	Pokagon Township Transfer Station	Address	
Operator		City/ST/Zip	MI
Owner			
Facility Type	Permanent Drop-off		

WASTE DIVERSION CENTERS

A property or a building, or a portion of property or a building, designated for the purpose of receiving or collecting diverted waste and not used for residential purposes.

Waste Diversion Centers

Facility Name	Padnos - Sustainable Recycling	Address	30750 Edwards Street
Operator		City/ST/Zip	Dowagiac MI 49047
Owner			
Facility Type	Permanent Drop-off	Accepts	Recycling, HHW, Electronics

Waste Diversion Centers

Facility Name	Village of Marcellus	Address	177 E Main Street
Operator		City/ST/Zip	Marcellus MI 49067
Owner			
Facility Type	Permanent Drop-off	Accepts	Recycling

Waste Diversion Centers

Facility Name	Milton Township Spring Clean	Address	
Operator		City/ST/Zip	MI
Owner			
Facility Type	Temporary Drop-off	Accepts	Trash, Recycling

Waste Diversion Centers

Facility Name	Ontwa Township Clean-Up	Address	
Operator		City/ST/Zip	MI
Owner			
Facility Type	Temporary Drop-off	Accepts	Trash

Cass County Solid Waste Planning Committee

Bylaws

Article 1 – Name

- 1.0** The name of this committee shall be the Cass County Solid Waste Planning Committee, hereinafter referred to as “the committee”.

Article 2 - Purpose

- 2.0** Pursuant to the intents and authorities contained within Part 115 (Solid Waste Management) of the State of Michigan's Natural Resources and Environmental Protection Act of 1994 (MI Public Act 451), as amended, hereinafter referred to as the "Act", the purpose of the Committee shall be to promote the public's awareness of the benefits of recycling solid waste, facilitate the development of practices reducing the deposit of solid, recyclable waste in landfills, provide oversight to the operation of solid waste and recycling services initiated by the County under the Act, provide/plan for the disposition of solid waste generated from within Cass County.

Article 3 - History

- 3.0** This committee was formed in accordance with Sec. 11534 of Part 115 of PA 451, by the County of Cass, Michigan, in 1986.

Article 4 - Authority

- 4.0** The Committee shall have such powers, authority, obligations, and duties as provided by the Act.

Article 5 - Membership, Officers, and Duties

- 5.1** Applications for Committee membership will be solicited by the County Board of Commissioner. Applicants shall be residents of Cass County and have a demonstrated interest in materials management.
- 5.2** Committee members will serve two (2) year terms. A *Cass County Boards and Commissions Appointment Application* must be completed. Committee members may request to continue membership if their participation is in good standing.
- 5.3** Vacancies: Membership vacancies shall be filled in the same manner as the original appointments.
- 5.4** Membership may be terminated for non-performance of duties.
- 5.5** Membership of the Committee shall be fourteen (14):
1. Four (4) Representatives from the Solid Waste Management Industry.
 2. Two (2) Representatives from Environmental Interest Groups.
 3. One (1) Elected Official, or his/her designee, from City Government.
 4. One (1) Elected Official, or his/her designee, from County Government.
 5. One (1) Elected Official, or his/her designee, from Township Government.
 6. One (1) Representative from the Southwest Michigan Planning Commission.
 7. Three (3) Representatives from the General Public.
 8. One (1) Representative from the Industrial Waste Generator Sector.
- 5.6** The Committee shall annually elect, at its regular meeting in April, a Chairperson and a Vice Chairperson, a Secretary, and a Treasurer, from its appointed members. The committee shall create and fill such other offices from membership as it may determine desirable.
- 5.7** The term of each officer shall be one calendar year. In the event of an early resignation, the Committee shall elect from its membership one who will complete the term.

Cass County Solid Waste Planning Committee

Bylaws

- 5.8 The Chairperson shall preside at all meetings, appointment such sub-committees as shall from time to time be deemed necessary and perform such duties as may be directed by the Committee.
- 5.9 The Vice Chairperson, in the absence of the Chairperson, shall preside and perform in all aspects the duties and obligations of the Chairperson.
- 5.10 The Secretary shall take minutes and record all votes and attendance. They shall perform other duties as assigned by the Chair.
- 5.11 The Treasurer shall perform fiduciary duties when needed to assist the committee in financial responsibilities. A treasurer's report will be included in the regular meeting when the time comes that financials are a part of business.
- 5.12 The committee shall present a report to the Board of Commissioners on an annual basis.

Article 6 - Sub-Committees

- 6.0 Special sub-committees shall be formed, as authorized by the Committee, and appointed by the Chairperson, when deemed necessary for the discharge of the duties of the Committee.

Article 7 – Meetings

- 7.1 A regularly scheduled meeting day and time shall be determined by the Committee and public notification shall be posted. Meetings may be cancelled due to insufficient materials for agenda.
- 7.2 Special meetings may be called by the Chairperson, or by three or more members of the committee at such time and place deemed necessary.
- 7.3 Notices of all regular meetings shall be posted to all members of the Committee members no later than five (5) days before such meeting. Notices of special meetings, including an agenda and purpose thereof, shall be given to members no later than twenty-four (24) hours prior to such meeting.
- 7.4 All meetings are subject to the Michigan Open Meetings Act, PA 267 of 1976.
- 7.5 The agenda and email addresses will be sent to the Administrative Assistant/Specialist of Cass County for record keeping and distribution.
- 7.6 All official records will be held in the Cass County Administrative Offices with the Administrative Assistant/Specialist with copies forwarded to the Chairperson of the Board of Commissioners/County Administrator.

Article 8 – Rules of Conduct

- 8.1 Quorum: A quorum of the Committee shall consist of the majority (8/14) of those appointed and serving members.
- 8.2 Voting: Official action can be taken only with the presence of a quorum. No proxy or alternate votes are allowed. All members shall declare a potential or real conflict of interest with items of consideration before the Committee when appropriate. The Committee shall, upon deliberation, determine the presence of such a conflict and permit or prevent a vote by those members so indicating. Conflict of interest shall not influence the determination of a quorum.

Cass County Solid Waste Planning Committee

Bylaws

8.3 Conduct of a regular meeting shall require the following order of business:

1. Call to Order
2. Attendance and Determination of Quorum
3. Amendments to the Agenda
4. Approval of Agenda
5. Approval of Minutes
6. Financial Report
7. Public Comment
8. Hearings (if scheduled)
9. Old Business
10. New Business
11. Miscellaneous Round Table
12. Determination and Recognition of the Next Meeting Date
13. Adjournment

8.4 Any item of business to be presented to the Committee shall be submitted to the Chairperson not less than ten (10) days prior to any regular Committee meeting. Items not included on the notice of meeting agenda shall not be acted upon at such meeting, except and unless two thirds (2/3's) of the Committee members represent consent thereto.

8.5 Any writing prepared, owned, used, in the possession of, or retained by the Committee shall be made available to the public in accord with the Freedom of Information Act (Act No. 422 of the Public Acts of 1976.)

8.6 The conduct of meetings shall be guided by Robert's Rules of Order.

Article 9 – Amendments

9.0 Proposed changes in these bylaws shall be presented to the Cass County Board of Commissioners for consideration, comment, and action upon recommendations of two thirds (2/3s) of the Committee members appointed and serving.

Recommended and forwarded by the Cass County Solid Waste Planning Committee on June 20, 2022:

Susan Donoho

Susan Donoho, Chairperson
Cass County Solid Waste Planning Committee

Approved by the Cass County Board of Commissioners, Resolution No. _____, on _____.

Dwight Dyes, Chair
Cass County Board of Commissioners