

**ALLEGAN COUNTY HEALTH DEPARTMENT
RESOURCE RECOVERY POLICIES AND PROCEDURES**



SUBJECT: Allegan County Resource Recovery,
**Participating Governmental Unit Reimbursement
Policy/Procedure**

POLICY NUMBER: 529.1.1

REFERENCE NUMBER:

EFFECTIVE DATE: January 12, 2017

PREPARED BY: Allegan County Solid Waste Planning Committee [ACSWPC]

REVISED DATE:

REVIEWED DATE:

PURPOSE: To establish standardized procedures and schedule for Participating Governmental Units (PGUs) to submit reimbursement requests for paid, recycling expenses so that the County of Allegan, can reimburse a PGU pursuant to the terms and conditions of the Allegan County MCL 124.508a Surcharge Interlocal Agreement, hereinafter referred to “the Interlocal”, executed between a PGU and the County of Allegan.

POLICY: Allegan County Resource Recovery and PGUs will adhere to the procedure below to provide consistency, accountability and timely reporting and payment of those request. Payment may be denied if not submitted within 45 days of the end of the quarter.

- a. **GENERAL REIMBURSEMENT ELIGIBIILTY:** Per Sections 4 & 7 of the Interlocal, (1) a PGU must establish and fund a residential curbside recycling and or drop-off recycling service before funding any other eligible recycling/waste reduction initiatives, (2) PGUs may utilize remaining surcharge funds for recycling services for the following: appliances, composting, electronic devices (including TVs and computers), household hazardous wastes, tires, unwanted medication(s), and other emerging items approved by the ACSWPC. The ACSWPC is the final authority in determining the eligibility of a PGU’s recycling surcharge reimbursement request.

b. OTHER REIMBURSEABLE EXPENSES:

i. PGU's Transfer Station/Recycling Station:

1. 100% of attendants' wages for recycling station including employer portion of benefits.
2. 50% of attendants' wages if transfer station is refuse **and** recycling.
3. General maintenance of municipal properties dedicated to recycling services. In the event of such property supports various services only the portion directly related to recycling shall be considered eligible reimbursement. For example: Utilities; snowplowing; lawn care; maintenance of attendant building, driveway and security fence; and security cameras.
4. Recycling equipment rental.
5. In the event there is trash left at the drop site or if the container is contaminated to the extent that it is not recyclable, the PGU may ask for 100% reimbursement of refuse service with supporting documentation from the hauler.
6. The expense of capital improvements to the recycling infrastructure greater than \$2,000 must be approved by Solid Waste Planning Committee within 45 days of receiving reimbursement request from PGU. Some examples of capital improvements are: new recycling station and or composting facility, new driveway, storage shed/trailer, and equipment purchase.

ii. PGU's Clean-up Day activities, if recycling service(s) were provided:

1. 50% of advertising, labor, postage and printing and temporary signage.
2. 100% of recycling service expenses.
3. 100% of labor for workers engaged solely in recycling initiatives.
4. Personal protection items.

iii. Other Approved Services if funding available:

1. Curbside leaf/brush pick-up.
2. Recycling newsletter printing and postage.
3. Recycling webpage development/maintenance.

2. DEFINITION(S):

- a. **RECYCLING MATERIALS:** The following materials are approved per PA 138 of 1989 and PA 69 of 2005: Source Separated, Site Separated, High Grade Paper, Glass, Metal, Plastic, Aluminum Newspaper, Corrugated Paper, Yard Clippings, and other material that may be recycled or composted. Also to include: Batteries, Household Hazardous Waste, Tires, and Yard Clippings.

3. PROCEDURE:

- a. A cover letter on PGU's letterhead will accompany the required documentation. This cover letter needs a brief summary which will include the following: number of pages included in submission, dates (period of time) that submission is for and any other information that the PGU deems relevant to submission.
- b. The PGU shall submit a completed and fully itemized Resource Recovery Reimbursement Request Form 529.1.1a (attached for reference).
 - i. The PGU shall include with the Form 529.1.1.a all supporting documentation providing evidence of eligible reimbursement i.e. receipts, payroll records, board resolution of approved bills/revenue and expenditure report, etc.
 - ii. If additional narrative is needed to explain the nature of the reimbursement request the PGU shall submit an explanatory letter with the 529.1.1a form.
- c. Requests shall be mailed to Allegan County Resource Recovery, 3255 122nd Ave., Suite 200, Allegan Michigan 49010, within 45 days of the end of each calendar quarter, i.e., no later than,
 - i. For the first quarter, May 15,
 - ii. For the second quarter, August 15,
 - iii. For the third quarter, November 15, and
 - iv. For the fourth quarter, February 15
- d. The County of Allegan shall either forward reimbursement payment(s) within thirty (30) days of the receipt of complete and accurate reimbursement requests or request further additional information to process request.



Allegan County Resource Recovery Reimbursement Request 529.1.1a Form

1. This form is part of the Allegan County Resource Recovery, Participating Governmental Unit Procedure Policy 529.1.1. **(529.1.1a forms are available at www.allegancounty.org/health/EH under forms or by contacting Resource Recovery at 269-686-4559 or alleganeh@allegancounty.org .)**
2. The Participating Governmental Unit (PGU) must complete the following request form per the policy/procedure referenced above.
3. Return the completed form and the required supporting documentation (AS DEFINED/DESCRIBED IN Policy No. 529.1.1) by US Mail: **Allegan County, Resource Recovery, 3255 122nd Ave., Suite 200, Allegan, MI 49010.** Payment will be submitted within 30 days of receipt of complete and accurate requests.

Name of Participating Government Unit: _____

DATE OF SERVICE	AMOUNT REQUESTED	SUPPORTING INVOICE NUMBER (IF APPLICABLE)	EXPENSE TYPE (IE. CLEAN-UP DAY, ATTENDANT'S WAGES)
Total			

This PGU acknowledges that this request has been reviewed and approved for eligible recycling expenses, to be reimbursed from their recycling surcharge funds per the Allegan County MCL 124.508a Surcharge Interlocal Agreement and follows the Allegan County Resource Recovery Participating Governmental Unit Policy/Procedure 529.1.1.

Approved by:

_____ on
PGU Name

Date: _____

Authorizing Signature/Printed Name of PGU Official

Date: _____

(Form 529.1.1a)