APPROVED

LIVINGSTON COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE

MEETING MINUTES

Held at: Livingston County Public Safety Complex

1911 Tooley Rd. in Howell MI 48855

June 24, 2025, 1:00 PM

MATERIALS MANAGEMENT PLANNING COMMITTEE			
MEMBERS PRESENT:	Julie Cribley Lindsey Kerkez James Tuthill Kathleen Horning	Brian Jonckheere Eric Kohart Jacob Schlittler	James Richey Tim Krause Sara Thomas Richard Burns
MEMBERS ABSENT:	Paul Sgriccia		
STAFF PRESENT:	Robert Spaulding Scott Barb Robert Stanford	Martha Haglund	
OTHERS PRESENT:	Pat Hohl, Krista Belcher		

1. **CALL TO ORDER:** Meeting was called to order by Scott Barb, the Designated Planning Agency Representative at 1:00 pm.
2. **INTRODUCTIONS**
3. **ROLL CALL**
4. **DETERMINATION OF QUORUM**
5. **ADDITIONS TO AGENDA:** NONE
6. **ADOPTION OF AGENDA:**

> **Member Action: IT WAS MOVED BY JULIE CRIBLEY TO APPROVE THE AGENDA DATED JUNE 24, 2025, SECONDED BY KATHLEEN HORNING.**
>
> **All in favor, motion passed 11-0.**

7. **APPROVAL OF COMMITTEE MINUTES:** N/A**:** This is the first meeting, there are no previous minutes**.**
8. **GENERAL PUBLIC COMMENTS:** None.

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9. AGENDA AND DISCUSSION ITEMS

a. MMPC Officer Nominations and Elections (Chair, Vice Chair, Secretary)

Member action: IT WAS MOVED BY SARA THOMAS TO APPOINT JULIE CRIBLEY AS CHAIR OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY MEMBER JAMES RICHEY.

Roll Call Vote was taken: All in favor, motion passed 11-0.

Member action: IT WAS MOVED BY JULIE CRIBLEY TO APPOINT JAMES TUTHILL AS VICE-CHAIR OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY JACOB SCHLITTER.

Roll Call Vote was taken: All in favor, motion passed 11-0.

Member action: IT WAS MOVED BY JULIE CRIBLEY TO APPOINT SARA THOMAS AS SECRETARY OF THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE, SECONDED BY TIM KRAUSE.

Roll Call Vote was taken: All in favor, motion passed 11-0.

b. MMPC Bylaws (Draft)

Committee Discussion:
Members discussed modifying the effective date to "will take effect upon Livingston County Board of Commissioner Approval."

Member action: IT WAS MOVED BY BRIAN JONCKHEERE TO ADOPT AND REVISE THE BYLAWS TO ADD AN EFFECTIVE DATE OF: UPON THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS APPROVAL, SECONDED BY KATHLEEN HORNING.

All in favor, motion passed 11-0

c. MMPC Work Program (Draft)

Discussion: Overview of the materials management plan process. Reimbursement grant process. The current version of the workplan needs a budget and other information filled in. Robert Spaulding will contact EGLE for an extension to submit workplan. Discussion on SEMCOG and their organization providing educational materials that could help educate municipalities on the Material Management Plan.

Member action: IT WAS MOVED BY BRIAN JONCKHEERE TO TABLE THE WORKPLAN SECONDED BY JAMES TUTHILL.

All in favor, motion passed 11-0

d. Livingston County MMP (Materials Management Plan)

i. Subcommittee? / Hiring Consultant

Discussion: Having a smaller group to work on projects between committee meetings.

Member action: IT WAS MOVED BY ERIC KOHART TO APPOINT JULIE CRIBLEY, JAMES TUTHILL, KATHLEEN HORNING, TIM KRAUSE, AND PAUL SGRICCIA TO SUBCOMMITTEE, SECONDED BY JULIE CRIBLEY.

All in favor, motion passed 11-0

Order of Business for Subcommittee: Complete Materials Management Workplan to be brought back to the full committee for final approval.

ii. RFP/Bidding/Procurement Process-Krista Belcher-County Procurement

Discussion: Krista Belcher gave an overview of the County Procurement Process. Discussion followed on scope of work and working on a Request for Proposal outline. Julie Cribley, Tim Krause and Brian Jonckheere volunteered to begin researching RFPs and Scope of Work for the Materials Management Plan Consultants.

e. Future Meeting Dates Discussion-Calendar Set

Member action: IT WAS MOVED BY JACOB SCHLITTLER TO SET FUTURE MEETINGS FOR THE LIVINGSTON COUNTY MATERIALS MANAGEMENT COMMITTEE TO BE EVERY MONTH ON THE FOURTH TUESDAY, AT 10:00 AM AT THE LIVINGSTON COUNTY PUBLIC SAFETY COMPLEX, LOCATED AT 1911 TOOLEY RD. HOWELL, MI 48855. SECONDED BY BRIAN JONCKEERE.

All in favor, motion passed 11-0

Member action: IT WAS MOVED BY KATHLEEN HORNING TO SET A SUBCOMMITTEE MEETING ON TUESDAY JULY 15, 2025, AT 10:00 AM AT THE LIVINGSTON COUNTY ADMINISTRATION BUILDING, 304 E GRAND RIVER AVE, HOWELL, 48843.

All in favor, motion passed 11-0

10. ANNOUNCEMENTS: NONE

11. ADDITIONAL PUBLIC COMMENTS: NONE

12. ADJOURNMENT:

Member action: IT WAS MOVED BY BRIAN JONCKHEERE TO ADJOURN THE MEETING AT 2:15 PM, SECONDED BY SARA THOMAS.

All in favor, motion passed 11-0

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