LIVINGSTON COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE

APPROVED MEETING MINUTES

Held at: Livingston County
Public Safety Complex
1911 Tooley Rd. in Howell MI 48855
July 22, 2025, 10:00 AM

MATERIALS MANAGEMENT PLANNING COMMITTEE		
MEMBERS PRESENT:	Julie Cribley Kathleen Horning Jacob Schlittler	James Richey Tim Krause Sara Thomas Richard Burns
MEMBERS ABSENT:	Lindsey Kerkez Brian Jonckheere	Eric Kohart Paul Sgriccia
STAFF PRESENT:	Robert Spaulding Scott Barb Robert Stanford	Martha Haglund Abby Carrigan
OTHERS PRESENT:	None	

1. **CALL TO ORDER:** Meeting was called to order by Committee Chair, Julie Cribley, 10:25 am.
2. **INTRODUCTIONS**
3. **ROLL CALL**
4. **DETERMINATION OF QUORUM:** Committee Chair Cribley determined that a quorum was present.
5. **ADDITIONS TO AGENDA:** Committee Chair Cribley added an item to the agenda as "9.d. RFP-Request for Proposals" – to discuss the draft Request for Proposals (RFP) as prepared by the RFP subcommittee and Krista Belcher, County Procurement Coordinator, for the purpose of hiring a consultant to write the County Materials Management Plan (MMP).
6. **ADOPTION OF AGENDA:**

Member Action: IT WAS MOVED BY MEMBER JACOB SCHLITTLER TO APPROVE THE AMENDED AGENDA DATED JULY 22, 2025, SECONDED BY MEMBER KATHLEEN HORNING.

All in favor, motion passed 7-0.

Approved

7. APPROVAL OF COMMITTEE MINUTES:

Member Action: IT WAS MOVED BY MEMBER SARA THOMAS TO APPROVE THE MINUTES, AS AMENDED, DATED JUNE 24, 2025, SECONDED BY MEMBER KATHLEEN HORNING.

All in favor, motion passed 7-0.

8. GENERAL PUBLIC COMMENTS: NONE.

9. AGENDA AND DISCUSSION ITEMS

a. MMPC Work Plan and Budget

Committee Discussion:

Chair Julie Cribley: Gave background information on the work that was done on the workplan and the reason for not needing a subcommittee meeting**.**

Staff Rob Stanford: Gave background on the workplan budget. Talked briefly about budgeted amount for the implementation section.

Member Sara Thomas: Talked about the implementation section and the need to follow the requirements in the law that includes encouraging less landfilling.

Member action: IT WAS MOVE BY MEMBER JAMES RICHEY TO APPROVE THE MMPC WORK PLAN AND SUBMIT IT TO EGLE FOR THEIR APPROVAL, SECONDED BY MEMBER TIM KAUSE.

Roll Call Vote was taken: All in favor, motion passed 7-0.

b. Material Management Plan Support Work by SEMCOG

Committee Discussion:

Member Sara Thomas: Asked if the materials would be tailored to Livingston County.

Chair Julie Cribley: Said she believes the materials would be tailored to Livingston County.

Member action: IT WAS MOVED BY MEMBER JACOB SCHLITTER TO RECOMMEND APPROVAL TO SUBMIT A LETTER OF COMMITMENT TO SEMCOG FOR THEIR PROPOSED WORK PLAN TO BE REIMBURSED THROUGH THE EGLE MATERIALS MANAGEMENT GRANT FUNDS, SECONDED BY MEMBER JAMES RICHEY.

All in favor, motion passed 7-0

c. EGLE Grant Application

Committee Discussion

Staff Rob Spaulding: Discussed the timeline to submit for the work plan to be reviewed by the Board of Commissioners and submitted to EGLE. He plans to have the work plan and the letter of commitment for SEMCOG for the Board of Commissioners to consideration by August 25, 2025, and then he can submit the workplan to EGLE the following day. Also discussed the Committee Bylaws will be before the Board of Commissioners for final approval, July 28, 2025.

d. RFP: Request for Proposals: Consultants

Committee Discussion

Chair Julie Cribley: Gave background on the work done by the subcommittee and the information and scope of work included in the request for proposals for consultants.

Member Tim Krause: Discussed the format of the RFP and trying to include definable measures.

Staff Rob Stanford: Talked about evaluation criteria and how the chosen RFP respondent proposals will be ranked during the evaluation period.

Approved

Member Tim Krause: Suggested that that evaluation scoring ranking to go up to a total of 200 points.

General discussion about the evaluation committee and the number of participants and who would serve on the committee. There was also discussion about making minor revisions to ensure the template used "Livingston County" throughout the RFP and that ED&I be modified to be CPSID (Courts, Public Safety, Infrastructure and Development Subcommittee).

Member action: IT WAS MOVED BY MEMBER KATHLEEN HORNING TO INCLUDE ANY CHANGES FROM THE COMMITTEE DISCUSSION AND FOR THE COMMITTEE TO FORWARD TO CHAIR CRIBLEY ANY FINAL REVISIONS BY JULY 28TH ; WITH THE RFP SUBCOMMITTEE TO MAKE FINAL REVISIONS AND FORWARD THE RFP TO KRISTA BELCHER, LIVINGSTON COUNTY PROCUREMENT COORDINATOR, BY TUESDAY, JULY 29, 2025, SECONDED BY MEMBER SARA THOMAS.

All in favor, motion passed 7-0

10. **ANNOUNCEMENTS:** The MMPC will be included in the Planning Department Newsletter.
    Chair Julie Cribley: Requested that if members are going to be absent, they need to contact her to ensure that the MMPC committee will have a quorum for future meetings.

11. **ADDITIONAL PUBLIC COMMENTS:** NONE.

12. **ADJOURNMENT:**

Member action: IT WAS MOVED BY MEMBER JACOB SCHLITTLER TO ADJOURN THE MEETING AT 11:06 AM, SECONDED MEMBER TIM KRAUSE.

All in favor, motion passed 7-0

Approved