

Springfield Township  
Fact-Finding Committee  
Review Kickoff Meeting Packet  
Independent Consultant Review  
Levy / Burroughs Mining Application

Prepared by  
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Township Supervisor

Reviewed for Form and Process by

Greg Need  
Township Counsel

Gerry Fisher  
Special Counsel

Review and Concurrence Statement

This document has been reviewed by Township Counsel and Special Counsel. Counsel approve the process outlined herein and concur that the process described is legally sufficient and consistent with applicable law and Township procedures.

Such review does not alter the supervisory authorship of this document but reflects counsel's agreement as to the legal validity of the process described.

Contact  
[Rdavis@springfield-twp.us](mailto:Rdavis@springfield-twp.us)

Meeting Date  
January 15, 2026

Meeting Time  
2:00 PM

Meeting Location  
Lower-Level Conference Room  
Civic Center Building

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## **Section 1**

### **Meeting Purpose and Supervisor Overview**

This meeting serves as the formal kickoff for the Fact-Finding Committee's work related to the independent consultant review of the Levy / Burroughs mining application.

The purpose of this meeting is procedural and preparatory. It is intended to establish the process, expectations, and structure for independent review by each committee member.

This meeting is not intended for discussion, comparison, evaluation, or selection of consultants. No opinions, preferences, or conclusions regarding the proposals will be shared or debated.

Any discussion during this meeting is limited strictly to process, logistics, and procedure.

## **Section 2**

### **Supervisor Opening Remarks**

Good afternoon. Before we begin, I want to clearly state the purpose of today's meeting and how it fits into the Township's overall process.

This meeting is not for discussion, comparison, or evaluation of the consultant proposals. It is not a meeting where opinions are shared, preferences expressed, or conclusions drawn. No consultant selection, task assignment, or recommendation will occur today.

The sole purpose of this meeting is to set the stage for independent review by each committee member. Each of you will review the materials on your own, using the evaluation worksheet provided, and form your own assessments without influence from group discussion.

This structure is intentional. Independent review first ensures that when we come back together, our discussion is informed, disciplined, and fair. There will be time for discussion at a later meeting, after all independent reviews are completed.

Any questions today should be limited to process, materials, or logistics.

## **Section 3**

### **Overview of the Independent Review Process**

Springfield Township is using a phased and deliberate process to evaluate independent consultants for the review of the Levy / Burroughs mining application.

The first phase focuses on orientation and process setup. Materials are distributed, expectations are explained, and deadlines are established. No evaluation occurs during this phase.

The second phase is independent review. Each committee member reviews the consultant proposals and the Township Scope of Work independently and completes the evaluation worksheet without consultation with other members.

The third phase is structured discussion. After all independent reviews are submitted, the committee reconvenes to discuss findings, identify strengths and weaknesses, and begin developing a task-based approach to consultant selection.

The fourth phase involves development of the selection approach. Based on committee discussion and legal guidance, the Township determines appropriate consultant roles, scopes, and next steps.

#### **Section 4 Overview of the Township Scope of Work**

The Township Scope of Work establishes what must be reviewed, not who should perform the work.

It includes environmental review, technical analysis, regulatory and ordinance compliance, infrastructure impacts, public communication, and long-term oversight considerations.

The Scope of Work serves as the foundation for evaluating consultant qualifications and determining which firm is best suited for particular review tasks.

#### **Section 5 Independent Review Materials Provided**

Each committee member has been provided the following materials for independent review:

- Consultant proposal submitted by Ramboll Americas
- Consultant proposal submitted by Fleis & VandenBrink
- Township Scope of Work for Independent Environmental Review
- Fact-Finding Committee Evaluation Worksheet

Committee members are expected to review all materials thoroughly as part of the independent review phase.

#### **Section 6 Fact-Finding Committee Evaluation Worksheet Instructions**

The Fact-Finding Committee Evaluation Worksheet is the primary tool for documenting independent review.

Each committee member is required to complete the worksheet independently, without discussion or collaboration with other committee members.

Completed worksheets will be used to inform later committee discussion and do not represent a final recommendation or decision.

## **Section 7 Independent Review Instructions and Submission Requirements**

Each committee member shall independently review the consultant proposals and related materials following the kickoff meeting.

Each committee member shall complete the Fact-Finding Committee Evaluation Worksheet independently.

Completed evaluation worksheets must be submitted no later than 5:00 PM on February 15, 2026.

Completed worksheets shall be submitted to:

Danielle Sink  
Assistant to the Township Supervisor  
Rdavis@springfield-twp.us

Copies shall be provided to:

Greg Need  
Township Counsel  
gneed@anafirm.com

Gerry Fisher  
Special Counsel  
fisherg@cooley.edu

All submissions must clearly identify the committee member and date of completion. Submitted materials will be treated as committee working documents.

## **Section 8 Process Discussion Guidelines**

Limited discussion is permitted during the kickoff meeting, but only on matters related to process.

Permitted discussion topics include review timelines, use of evaluation worksheets, submission procedures, confidentiality, legal roles, and scheduling of future meetings.

Discussion of proposal content, consultant qualifications, strengths, weaknesses, preferences, or comparisons is not permitted at this meeting. The Supervisor will redirect discussion if it moves beyond process.

## **Section 9**

### **Next Steps Following Independent Review**

After independent reviews are completed and submitted, the Supervisor will compile common themes and identify areas requiring discussion.

The committee will reconvene for a structured discussion meeting focused on comparing findings, identifying strengths and gaps, and beginning development of a task-based selection approach.

No consultant selection will occur until after this discussion phase and review by legal counsel.

## **Section 10**

### **Follow-Up Meeting Purpose**

The purpose of the follow-up meeting is to begin substantive discussion after all independent reviews have been completed.

This meeting will focus on reviewing evaluation themes, identifying task categories, discussing firm suitability by task area, and outlining next steps in the consultant selection process.

This meeting marks the transition from independent analysis to structured committee deliberation.

### **Process Discussion Invitation**

The Supervisor will invite any questions or discussion limited to the review process as outlined in this packet.