

HILLSDALE COUNTY ROAD COMMISSION
March 24, 2026
MINUTES

Meeting was called to order by the Vice Chair, Gary Leininger, on Tuesday, March 24, 2026, at 10:00 a.m. at the Road Commission Office.

Members Present: Gary Leininger, Kathy Schmitt, Mark Kline, and Mike Parney.

Members Absent: Bob Godfrey.

Staff Present: Bob Griffis, Manager.
Katie Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: None.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-042 Mark Kline moved, Kathy Schmitt supported, to approve the agenda, with two additions, for March 24, 2026.

Motion Carried.

APPROVAL OF MINUTES

#26-043 Mike Parney moved, Mark Kline supported, to approve the minutes for March 12, 2026.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-044 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$158,498.14 per Regular Accounts Payable Register dated March 19, 2026, as authorized by the manager and clerk.

Motion Carried.

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TREASURER’S REPORT PRESENTED

The treasurer’s report was presented by the clerk as follows:

Beginning Balance-Cash & Investments	\$ 2,882,208.76
Receipts	\$ 147,800.19
Disbursements	(\$ 158,498.14)
Ending Cash & Investments Balance	\$ 2,871,510.81
Less: CD Reserved for 2 trucks	(\$ 703,473.76)
Ending Available Fund Balance	\$ 2,168,037.05

Note: Outstanding Accounts Payable = \$24,965.00

As there were no questions or comments regarding the report, the chair declared the report to stand approved as read.

STANDING ORDER

CURB SWEEPING BID RFB# 031-26 POSTPONED

Bids were opened at 10:15 a.m., for Curb Sweeping. Two bids were received.

#26-045 Kathy Schmitt moved, Mark Kline supported, to postpone the Curb Sweeping bid until the April 9, 2026 meeting, for the manager to seek further information.

Motion Carried.

LIMITED PUBLIC COMMENT

At 10:24 A.M., the chair opened the meeting to limited public comment.

No comment.

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Manager's Comments

Will be listing a pickup and manlift on Gov Deals.
Waiting to hear from Townships for culvert agreements.
Have an on-site meeting scheduled for the Somerset Road north of Stewart Road Structure.
Frontier Road south of Burt Road Culvert has arrived.
Bacon Road east of Rumsey Road Culvert is ordered.
Grade inspection packets for the safety and urban projects have been submitted.
Lickley Road and Mosherville Road Bridge design and engineering proposals are out.
Submitted the earmark application for the Hartley Road at Lickley Road Bridge.
Will be submitting the Critical Bridge Application.
Certified mail receipts are returning for Monte Carlo and Rapallo Court.
Letter went out to Pittsford Road property owners.
Still need to finish Gilmore Road between Reading and Lilac Road.
State crews have been cold patching, trimming brush, and fixing wash-outs on shoulders.
Brush mowing in the northwest quadrant.
Scraping gravels as weather permits.
Frost laws have been removed.
Crack seal machine has been serviced and will order material for it.
Working with Heartwood to fix the roads they traveled.
Meeting with the Lake Somerset Lake Association March 27th to discuss fixing their roads.
Skid pad training and grader training is scheduled.
Will start 4 ten hour days April 6th.
Need to do our work on Lanphere and then the property owner can proceed with his work.
Working on hiring seasonals and one engineering intern.
Discussed switching to straight salt.

New Business

**APPROVE CHANGING POLICY #103 ETHICS AND STANDARDS OF CONDUCT
POLICY TO #104**

#26-046 Mark Kline moved, Kathy Schmitt supported, to change policy #103 Ethics and Standards of Conduct to policy #104. See attached.

Motion Carried.

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RESOLUTION 26-002 ADOPTED FOR FY 2029 LOCAL BRIDGE PROGRAM

#26-047 Mark Kline moved, Kathy Schmitt supported, to approve Resolution 26-002 to submit the Hartley Road Bridge, Dimmers Road Bridge, and Pittsford Road Bridge. See attached.

Yeas: Mark Kline, Kathy Schmitt, Gary Leininger, Mike Parney.

Nays: None

Absent: Bob Godfrey.

Motion Carried.

AUTHORIZE CLERK TO TRANSFER MONEY FROM PRIMARY TO LOCAL AND COUNTY ROAD COMMISSION TO LOCAL

#26-048 Mike Parney moved, Mark Kline supported to authorize the clerk to transfer \$2,257,958.41 from primary to local and \$610,000.00 from County Road Commission to local.

Motion Carried.

APPROVE TOWNSHIP CONTRACTS

The following township agreements were presented for board approval.

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Moscow	Road Stabilization –48 Miles 1 Application	\$ 28,800.00	\$ 14,400.00
	Processed Gravel 1,200T - Various Roads	\$ 24,000.00	\$ 0.00
Woodbridge	Road Stabilization – 29 Miles 1 Application	\$ 17,400.00	\$ 8,700.00
	Limestone 23A 1,500T - Various Roads	\$ 72,750.00	\$ 42,750.00

#26-049 Kathy Schmitt moved, Mark Kline supported, that the township agreements, contingent on prioritization, be approved and signed.

Motion Carried.

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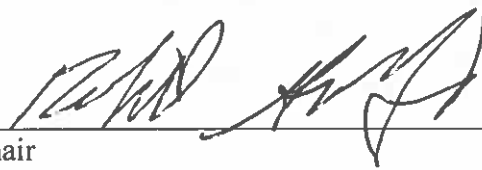
LIMITED PUBLIC COMMENT


At 11:20 A.M., the chair opened the meeting to limited public comment.

No comment.

MEETING ADJOURNED – 11:20 A.M.

#26-050 Mark Kline moved, Kathy Schmitt supported, to adjourn the meeting at 11:20 A.M.


Chair


Clerk

POLICY# 104

Ethics and Standards of Conduct Policy

Adopted: August 14, 2008

Revised: March 24, 2026

It is the policy of the Hillsdale County Road Commission to follow the highest business ethics and standards of conduct. The following commitments serve as broad ideals to shape our conduct:

1. All relationships are to be truthful, trustworthy and honest.
2. In all activities for the Road Commission, employees are to abide by all laws and regulations and adhere to Road Commission policies and procedures.
3. Assignments, duties and responsibilities are to be carried out in a reliable and exemplary manner.
4. Road Commission resources are to be utilized economically and efficiently.
5. Verbal communications and written statements are to be truthful and accurate.
6. Fellow employees must receive fair and considerate treatment, and they are not to be discriminated against because of race, color, religion, sex, age, national origin, marital status, height, weight, or qualifying physical disability.
7. Employees must be committed to customer satisfaction.
8. Employees are prohibited from having any type of relationship, association or contact with any customer or supplier which compromises, or appears to compromise, our standards of conduct and ethics.
9. Each employee must avoid any investment, arrangement, or other association, whether his/her own or that of an immediate family or household member, which could give the appearance of, or actually interfere with, the independent exercise of sound business judgment in the best interests of the Road Commission, or otherwise represents a real or apparent conflict of interest between the interests of the employee and those of the Road Commission. For purposes of this policy, "immediate family" shall mean an employee's spouse, children, parents, or siblings, including any such step-relatives.

10. Employees shall familiarize themselves with the applicable laws and regulations referred to below in the Code of Business Ethics and Standards of Conduct.

It is the obligation of every employee to be a responsible employee; that is, to be honest, trustworthy, conscientious, and dedicated to the highest standards of ethical business practices.

Code of Business Ethics

- Employees shall conduct their employment activities with the highest principles of honesty, integrity, truthfulness and honor. To this end, employees are to avoid not only impropriety, but also the appearance of impropriety.
- Employees have a legal, moral and ethical responsibility to report to the Road Commission known or suspected violations of law, regulations, or policy, including the Standards of Conduct.
- Employees shall not make, recommend or cause to be made any expenditure of funds known or believed to be in violation of any law, regulation, or policy.
- Employees shall not use their position in employment to force, induce, coerce, harass, intimidate, or in any manner influence any person, including subordinates, to provide any favor, gift or benefit, whether financial or otherwise, to themselves or others.
- In business dealings, employees shall not provide, or offer to provide, any gratuity, favor or other benefit, or engage in any other activity which could improperly influence, or reasonably be interpreted as improperly influencing, their decisions or activities. All such activities shall be conducted strictly on an arm's length business basis.
- Employees representing the Road Commission to third parties shall not allow themselves to be placed in a position in which an actual or apparent conflict of interest exists. Such conflict of interest may arise, or appear to arise, by reason of the employee's acceptance of gratuities, favors, or other valuable benefits which could improperly influence or reasonably be interpreted as improperly influencing sound business decisions. All such activities shall be conducted strictly on an arm's length business basis.
- Employees will exercise great care in situations in which there is a pre-existing relationship between an employee and an industry representative or official of an agency with whom the Road Commission has an existing or potential business relationship. In such a situation, the employee shall immediately report the relationship to his/her supervisor and, pending further direction by the Manager or Office Manager/Clerk, the employee shall take no further action associated with the business in which the personal

relationship exists. Where there is any doubt as to the propriety of the relationship, the employee shall discuss the relationship with his/her supervisor as to avoid even the appearance of impropriety.

- Employees shall not engage in outside business activities, either directly or indirectly, with a customer, vendor, supplier, or agent of the Road Commission without its knowledge and written permission, or engage in business activities which are inconsistent with, or contrary to, the business activities of the Road Commission.
- Employees shall not use or disclose the Road Commission's confidential information, or any other confidential information gained in the performance of Road Commission duties, as a means for making private profit, gain or benefit.

Standards of Conduct

This policy establishes standards of conduct and behavior for all employees of the Hillsdale County Road Commission. Further, it provides guidance to employees in interpreting and complying with standards of conduct and related Road Commission policies.

Gratuities

The Hillsdale County Road Commission has adopted the following definition of a "gratuity."

Any gift, favor, entertainment, hospitality, transportation, loan, forbearance, any other tangible item, and any intangible benefits, including discounts, passes, and promotional vendor training, given or extended to or on behalf of a Road Commission employee, the employee's immediate family or household member, for which market value is not paid by the recipient. It does not include such items as modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal; and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation.

The Road Commission prohibits any employee from providing, or offering to provide, a gratuity of any value. In connection with this prohibition, the Road Commission will not reimburse an employee for any business expenses found to be a gratuity. It must be remembered that Hillsdale County Road Commission employees are prohibited from providing such gratuities not only because it violates Public Act 51 uses for Transportation Funds, but also because such gratuities give the appearance of impropriety or favoritism. Remember, no matter how innocent the gratuity may be, it immediately brings into question the integrity and business ethics of the employee and the Road Commission. Road Commission employees, or members of their families, shall not solicit, accept, or agree to accept, any gratuity having a market value of greater than \$50, lavish entertainment, or other valuable benefits for themselves, members of their families, or others, either directly or indirectly, from an interest outside the Road Commission that is engaged in or seeking business or financial relations with the Road Commission, or has business or financial interests which are affected by the performance or non-performance of the employees of the Road Commission.

No Road Commission employee shall accept any payments, fees, commissions or other forms of remuneration from sub-contractors, vendors, or other third parties because of transactions or business involving the Road Commission.

Bribery and Kickbacks

The Hillsdale County Road Commission prohibits any employee from participating in any bribery or kickback scheme, whether in the offering or receiving of payments for beneficial or favorable actions in any business matter.

Conflict of Interest & Outside Employment

All Road Commission employees are in positions of trust. As such, employees are prohibited from taking official business actions on any matter in which they or their immediate families have a direct or indirect financial interest. Should such a situation arise, the employee shall immediately disclose in writing the connection or interest in the activity or transaction to the Manager or Office Manager/Clerk who, in turn, will take appropriate action to eliminate the conflict of interest.

Employees should be alert to situations in which they suspect a possible conflict of interest. Questions regarding potential conflicts of interest should be directed to the Manager or Office Manager/Clerk. The following are examples of conflicts when a Road Commission employee engages in outside employment activities:

- Employment or activities which benefit, either directly or indirectly, from the Road Commission's activities.
- Employment or activities which so expend the time and effort of a Road Commission employee that it interferes with or otherwise diminishes the expected productivity or effort of the employee in carrying out the Road Commission's employment responsibilities.
- Employment, full, part-time, or temporary, in any organization which does business with the Road Commission without its knowledge and written permission.
- Employment that conflicts with the satisfactory or impartial performance of the Road Commission's employment duties.

The following outside employment activities are prohibited, except as may be otherwise allowed under a collective bargaining agreement:

- Supplemental employment during actual Road Commission duty time.
- Use of any Road Commission funds, property, or equipment in or for the benefit of any supplemental employment.

Duty to Report Violations

If an employee observes activities prohibited by this Policy, or if an employee is asked to engage in any activity which is prohibited by this Policy, the employee must report it so that the Road Commission may investigate and resolve the matter. The report should be made to the Manager or Office Manager/Clerk. Violations of this Policy will result in disciplinary action, up to and including discharge from employment.

Said policy was adopted on this 24th day of March, 2026 at a regular meeting of the Board of County Road Commission.

BOARD OF COUNTY ROAD COMMISSIONERS
COUNTY OF HILLSDALE

Robert R. Godfrey, Chairman

Gary A. Leininger

Gary Leininger, Vice-Chair

Mike A. Parnes

Mike A. Parnes, Member

Kathleen A. Schmitt

Kathleen A. Schmitt, Member

Mark Kline

Mark Kline, Member

HILLSDALE COUNTY, MICHIGAN

**RESOLUTION 26-002
APPROVING APPLICATION FOR
FY 2029 LOCAL BRIDGE PROGRAM**

At a regular meeting of the Board of County Road Commissioners of the County of Hillsdale, Michigan, held in the Hillsdale County Road Commission Office located at 1919 Hudson Road, Hillsdale, Michigan, on the 24th day of March 2026, at 10:00 a.m.

PRESENT: Gary Leininger, Mike Parney, Kathy Schmitt, and Mark Kline

ABSENT: Bob Godfrey

MOTION BY: Mark Kline

SUPPORTED BY: Kathy Schmitt

WHEREAS, Hillsdale County has at least three bridges eligible for funding under the FY 2029 Local Bridge Program; and

WHEREAS, the Hartley Road Bridge over the St Joseph of Maumee River, Wright Township; and the Dimmers Road Bridge over the east fork of the west branch of the St Joseph River, Woodbridge Township; and the Pittsford Road Bridge over Bird Creek, Ransom & Wright Township are in need of replacement; and

WHEREAS, these bridges will continue to deteriorate causing potentially dangerous conditions, increased repair costs, and significant economic impact as time goes on; and

WHEREAS, a certified resolution from the local agency's governing body is a requirement of the application package.

NOW, THEREFORE, BE IT RESOLVED THAT:

Applications for funding of these bridges be submitted electronically to the Michigan Department of Transportation under the FY 2029 Local Bridge Program.

AYES: 4

NAYES: 0

ABSTAINED: None

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF HILLSDALE) ss:

I, the undersigned, fully qualified Clerk of the Hillsdale County Road Commission, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of County Road Commissioners of the County of Hillsdale at a regular meeting held on the 24th day of March, 2026, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 24 day of March, 2026.


Kathryn Kirkpatrick, Hillsdale County Road Commission Clerk



Karen Winchell,

Date: March 24, 2026

NOTARY PUBLIC, HILLSDALE COUNTY

STATE OF MICHIGAN,

MY COMMISSION EXPIRES: March 2, 2029

ACTING IN HILLSDALE COUNTY, MI

