

HILLSDALE COUNTY ROAD COMMISSION  
March 12, 2026  
MINUTES

Meeting was called to order by the Vice Chair, Gary Leininger, on Thursday, March 12, 2026, at 10:00 a.m. at the Road Commission Office.

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

Members Absent: Bob Godfrey, Mike Parney.

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

Visitors Present: Doug Ingles – Hillsdale County Commissioner.  
Doug Wittler.  
Eric Clossor.

**Pledge of Allegiance**

**APPROVAL OF AGENDA**

#26-035 Kathy Schmitt moved, Mark Kline supported, to approve the agenda, with two additions, for March 12, 2026.  
Motion Carried.

**APPROVAL OF MINUTES**

#26-036 Mark Kline moved, Kathy Schmitt supported, to approve the minutes for February 26, 2026.  
Motion Carried.

**CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF**

#26-037 Mark Kline moved, Kathy Schmitt supported, to approve the following:  
  
Bills in the amount of \$241,212.44 and electronic funds transfer in the amount of \$88,004.62 for the total of \$329,217.06 per Regular Accounts Payable Register dated March 5, 2026, as authorized by the clerk and accounts payable clerk.  
  
Motion Carried.

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**CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF**

#26-038 Kathy Schmitt moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$136,171.10 per Payroll Check Register dated March 12, 2026, as authorized by the clerk and accounts payable clerk.

Motion Carried.

**TREASURER'S REPORT PRESENTED**

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

Beginning Balance-Cash & Investments	\$ 2,660,897.33
Receipts	\$ 686,699.59
Disbursements	(\$ 465,388.16)
Ending Cash & Investments Balance	\$ 2,882,208.76
Less: CD Reserved for 2 trucks	(\$ 701,340.52)
Ending Available Fund Balance	\$ 2,180,868.24

Note: Outstanding Accounts Payable = \$4,675.89

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

**LIMITED PUBLIC COMMENT**

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

Doug Wittler discussed the conditions of E. Diane Drive, View Drive, Dale Drive. and ditching on Cellars Road.

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**Manager's Comments**

Need to finish the work on Gilmore Road.

Crews have been cold patching, trimming brush, filling wash-outs on state roads, out cutting trees, grinding stumps, and doing canopy work.

Cold patching.

Receiving the end of the salt orders.

Started scraping gravels and will resume when the roads dry up.

Discussed frost laws.

Waiting on township contracts.

Going to meet EGLE and Township Board Members on site on Somerset Road to discuss structure replacement options.

Culvert for Frontier Road south of Burt Road is here.

Received quotes for the Bacon Road east of Rumsey Road culvert.

Grade inspection packages are done for the safety and urban projects.

Lickley Road and Mosherville Road Bridge design and engineering proposals are out.

Submitted the earmark application for the Hartley Road at Lickley Road Bridge.

Certified mail receipts are returning for Monte Carlo and Rapallo Court.

Curb sweeping bids are out.

Need to meet with the property owners regarding the Pittsford Road property.

Pavement Marking Contract has been extended.

Discussed equipment purchase.

Advertising seasonal help and an engineering intern.

Met with Primoris/Heartwood about fixing the roads.

Working on a Road Use Agreement with Pivot.

Planning to go to four ten hour days 4/6/2026.

**APPROVE POLICY #109 – BOARD MEETING PUBLIC COMMENT GUIDELINES**

#26-039 Kathy Schmitt moved, Mark Kline supported, to approve Policy #109-Board Meeting Public Comment Guidelines with one change. Policy #109-Board Meeting Public Comment Guidelines attached.

Motion Carried.

**Old Business**

Board discussed Burt Road and Bird Lake Road.

Board discussed Bird Lake Road in Adams Township.

Board discussed the application for bridge funding.

Board discussed the condition of Woodbridge Road.

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**New Business**

**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>
Wright	Road Stabilization –40 Miles 1 application	\$ 24,000.00	\$ 12,000.00
Litchfield	Processed Gravel 1,500T - Various Roads	\$ 52,5000.00	\$ 22,500.00
		* Reflects Updated Pricing	
	Mosherville – Anderson/Rainey Paver patch, sealcoat, fog seal, shoulder gravel	\$124,075.00	\$ 77,475.00
Pittsford	Road Stabilization – 38 Miles 1 application	\$ 22,800.00	\$ 11,400.00
	Processed Gravel 1,500T - Various Roads	\$ 52,500.00	\$ 22,500.00
	Streets in Pittsford North, Hamilton, Market, Rail, Miner, School, First, Second, and Third (East of Pittsford School) Paver patch, sealcoat, fog seal, shoulder gravel	\$ 85,900.00	\$ 53,125.00

**#26-040** 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**

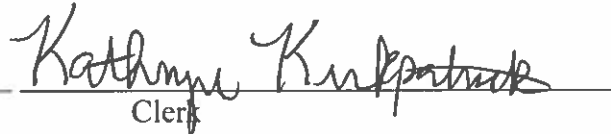
At 11:28 A.M., the chair opened the meeting to limited public comment.

Eric Clossor discussed water over on Camden Road, Cambria Road, and Kercher Road.

**MEETING ADJOURNED – 11:36 A.M.**

#26-041 Mark Kline moved, Kathy Schmitt supported, to adjourn the meeting at 11:36 A.M.

  
Vice Chair

  
Clerk

# *POLICY# 109*

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## **BOARD MEETING PUBLIC COMMENT GUIDELINES**

It is the policy of the Board of County Road Commissioners of the Hillsdale (Board) to provide for and have guidelines for public participation in meetings of the Board, as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act.

It shall be the Board's policy to receive public comments on agenda items and non-agenda items at regularly scheduled Board meetings or at Board meetings being called to order by the Board. If there are special needs for an individual to make a presentation to the Board, they must notify the Board in advance of the meeting.

At the start of any meeting, the Board may require those wishing to address the Board to make their intention to do so known.

Only after acknowledgement by the Chair, or Acting Chair, shall a member of the public in attendance initiate their presentation.

Any member of the public wishing to present statements, correspondence, comments or questions to the Board under the provisions of this policy, shall identify themselves by name, their address, if they represent an organization, and the issue being discussed in their presentation.

### **A. Non-agenda items:**

The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board at Citizen Input that is placed early on the agenda on any subject or issue other than those listed on the agenda.

A second opportunity shall be given to members of the public in attendance to speak on any issue, agenda or non-agenda item, towards the end of agenda and prior to the Board's adjournment.

These comments, statements or questions shall be limited to not more than four (4) minutes for each person addressing the Board, unless the time limit is specifically waived by the Board for a particular issue.

While all the comments, statements and questions will be received by the Board, it will be at the discretion of the Board or Board Members to respond at that time or to refer to staff for response at a later time or to the Road Commission's files.

**B. Agenda items:**

The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board on any agenda item only after being recognized by the Chair or acting Chair after a motion has been made and duly seconded, and prior to Board discussion on the item. All comments, statements or questions will be directed to the Board. Once the Board begins its discussion on the motion there will be no further public comment unless specifically requested by the Board.

Members of the public will limit their comments, statements or questions to not more than four (4) minutes for each person addressing the Board, unless the time limit is specifically waived by the Board for a particular issue.

The Board appreciates receiving any written documents, photos, drawings, etc. as part of the citizen(s) presentation during the opportunity for public comment. These may also be sent by email or regular mail in advance or in lieu of an in-person presentation and will be shared with all Board Members and included in the official record.

The Board encourages members of the public to become involved with their local government units, including the Road Commission, through public input opportunities such as public meetings, public hearings, project meetings, bid openings, etc.

Revised: 4/29/1993

Revised: 3/12/2026

BOARD OF COUNTY ROAD COMMISSIONERS  
COUNTY OF HILLSDALE

\_\_\_\_\_  
Robert R. Godfrey, Chairman

  
\_\_\_\_\_  
Gary Feininger, Vice-Chair

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Mike A. Parney, Member

  
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Kathleen A. Schmitt, Member

  
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Mark Kline, Member