HILLSDALE COUNTY ROAD COMMISSION
August 13, 2026
MINUTES

Meeting was called to order by the Chair, Robert Godfrey, on Thursday, August 13, 2026, at 10:00 a.m. at the Road Commission Office.

Members Present: Bob Godfrey, Gary Leininger, Mark Kline, and Mike Parney.

Members Absent: Kathy Schmitt.

Staff Present: Bob Griffis, Manager.
Katie Kirkpatrick, Clerk.

Visitors Present: Ken Todd, Allen Township.
Wesley Wickham.
Tim Shaw, Somerset Township.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-122 Mark Kline moved, Gary Leininger seconded, to approve the agenda for August 13, 2026.

Motion Carried.

Minutes Approved

Having reviewed the minutes of July 23, 2026, regular meeting, there were no additions, deletions or corrections noted. The chair declared the minutes to stand approved as presented.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-123 Mark Kline moved, Gary Leininger seconded, to approve the following:

Bills in the amount of $550,229.00 and electronic funds transfer in the amount of $115,986.61 for the total of $666,215.61 per Regular Accounts Payable Register dated August 6, 2026, as authorized by the manager and clerk.

Motion Carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-124 Mark Parney moved, Mark Kline supported, to approve the following:

Regular payroll in the amount of $151,896.24 per Payroll Check Register dated July 30, 2026, as authorized by the assistant manager and clerk.
Regular payroll in the amount of $149,173.53 per Payroll Check Register dated August 13, 2026, as authorized by the manager and clerk.

Motion Carried.

TREASURER'S REPORT PRESENTED

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

Beginning Balance-Cash & Investments	$ 2,476,558.63
Receipts	$ 1,013,201.04
Disbursements	($ 967,285.38)
Ending Cash & Investments Balance	$ 2,522,474.29
Less: CD Reserved for 2 trucks	($ 712,186.20)
Ending Available Fund Balance	$ 1,810,288.09

Note: Outstanding Accounts Payable = ($509.85)

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.

Ken Todd addressed the board regarding multiple road conditions in Allen Township.

Tim Shaw addressed the board regarding Lake Somerset Road contracts and requested an update on abandoning paper roads that are part of the plat of Somerset Center in Somerset Township. Also congratulated the Manager on his upcoming retirement.

Manager's Comments

Assistant Manager is starting to send out updates once a month to Townships.
Manager has a meeting with Perma-zyme on August 26th.
Working to replace two small culverts on Camden Road west of US-127.
Started hauling gravel to the lay down yard for Primoris projects
Currently gathering quotes for a crash attenuator. Will have more information next meeting.
Met with SAMSARA regarding GPS and cameras for our trucks. SAMSARA will be installing demos on 5 units within the next week.
The Road Commission received a refund check from MCRCSIP in the amount of $80,141.00.
Currently looking and gathering quotes to purchase a roller.
Informed the board of a possible upcoming resolution for the snowplow act.
Spoke to the Lanphere property owner regarding moving the dirt, per property owner they will start next week.
Installed a culvert under S. Hillsdale Road at Harmon Road and going to install culvert and start ditching on Harmon Road sometime next week.
Spring Pavement Markings will be finished when fog seal is completed.
Albright Contracting is still working on the Bankers Road west of Long Lake Road structure.
2026 Safety Project is completed.
Milling and Paving for the 2026 Small Urban Project is complete.
Work for the 2026 Various Roads Project should be completed on Monday.
Seasonals have been putting out traffic counters out.
We have been working with JDOT's engineering department to get bid specifications to do bridge deck repairs for Pittsford Road Bridge over the Dam.
We are working with the Branch-Hillsdale-St Joseph- Health Agency on a grant for 20 Amish buggy signs.
Heather is currently working on the 2026 Transportation Asset Management Plan.
Started on the application for the 2027 federal aid project for a 2" mill and fill located on Territorial Road from M-49 to S. Hillsdale Road.
We have been selected for a safety project for 2028 to upgrade guardrail on Territorial Road in 8 locations across the entire stretch.
We are going to hire Thatch (our current IT provider) to make our website compliant with the new ADA accessibility requirements for state and local government websites.
State crews have been working on the county projects.

Paving for local contracts is complete except for Burt Road.
Sealcoating has been completed and will be switching to fog seal next week.
Crack seal crews are out as weather allows. They have been focusing on primary roads that we will be sealcoating next year.
The 2nd cut of roadside mowing started on August 3rd.
Chop is currently working on our list of trees that have been provided to them.
Gravel/Limestone patching has been completed except for Allen, Amboy, and Litchfield.
Currently have an open position for Administrative Service Specialist.

New Business

APPROVE PURCHASING POLICY #408

#26-125 Mark Kline moved, Gary Leininger seconded, to approve the updated Purchasing Policy #408. Policy attached.

Motion Carried.

ANNUAL CERTIFICATION FOR MEDICAL BENEFITS APPROVED

#26-126 Gary Leininger moved, Mark Kline supported, to recommend authorizing the chairman and clerk to sign the annual certification that medical benefits offered to employees are in compliance with PA152 pr 2011.

Motion Carried.

RESOLUTION 26-006 ADOPTED TO APPROVE AND SIGN STATE MAINTENANCE TRUNKLINE CONTRACT EFFECTIVE 10/1/26 THROUGH 9/30/2031

#26-127 Mark Kline moved, Gary Leininger seconded, to adopt resolution 26-006 to approve and sign the State Maintenance Trunkline Contract effective 10/1/26 through 9/30/2032.

Yeas: Mark Kline, Bob Godfrey, Mike Parney, and Gary Leininger. Copy of resolution attached.

Motion Carried.

LIMITED PUBLIC COMMENT

At 11:09 A.M., the chair opened the meeting to limited public comment.

Ken Todd addressed the board regarding material at Primoris's lay down yard.

Wesley Wickham informed the board that on August 26th that the Conservation Club is sponsoring an event at Jefferson Transfer station to recycle agriculture tires.

Meeting Adjourned– 11:15 A.M

As there was no further business, the chair declared the meeting adjourned at 11:15 a.m.

Chair Clerk

Robert Griffis
Manager

Kathryn Kirkpatrick
Clerk

Hillsdale County Road Commission
1919 Hudson Road (M-99) • Hillsdale, MI 49242
517.437.4458 (main) • 517.437.0048 (fax)
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POLICY# 408

PURCHASING POLICY

Adopted: February 27, 2008
Revised: August 13, 2026

In Accordance with MCL 224.10, Amended by HB 4415, the Board of County Road Commissioners of the County of Hillsdale authorizes the purchase of machines, tools, appliances and materials without advertising for sealed proposals if the expenditures are $50,000 or less, except under emergency conditions, the limit shall not exceed $250,000.

1. The purchasing limits will be set as follows:

   a. Purchase of necessary materials, equipment and supplies in the amount up to $5,000 may be requisitioned and purchased upon approval of the Office Manager, Operations Superintendent, Garage Foreman or Stock Clerk.

   b. Purchase of necessary materials, equipment and supplies in the amount of up to $25,000 may be requisitioned and purchased upon approval by the Manager. Furthermore, the Manager or Garage Foreman are authorized to purchase gasoline or diesel fuel in the amount of up to $50,000 using daily phone quotes.

2. Any purchase of necessary **New or Used** materials, equipment and supplies exceeding $50,000 (or $250,000 under emergency conditions) shall be purchased only after advertising and receiving sealed proposals with award of same by the Board.

3. Any purchase of **New or Used** materials, equipment, and supplies not exceeding $50,000 (or $250,000 under emergency conditions) shall be purchased only after receiving a minimum of three (3) written quotes with award of same by the Board.

Robert R. Godfrey, Chairman

Gary A. Leininger, Vice-Chair

Mike A. Parney, Member

Kathleen A. Schmitt, Member

Mark Kline, Member

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Robert Griffis
Manager

Kathryn Kirkpatrick
Clerk

County Resolution #26-006

"State Maintenance Contract for Period 10/1/2026-09/30/2031 Approved"

Commissioner Mark Kline offered the following resolution and moved for its adoption.

WHEREAS, the Michigan Department of Transportation (MDOT) has presented a proposed contract between MDOT and the Hillsdale County Road Commission, for a 5 year period, under which the Road Commission would perform maintenance on state trunkline highways within Hillsdale County; and

WHEREAS, MDOT has affirmatively found that contracting with the Hillsdale County Road Commission for the maintenance of State Trunkline highways and bridges within Hillsdale County is in the best public interest; and

WHEREAS, the Hillsdale County Road Commission concurs in MDOT's finding that it is in the best public interest to contract with the Hillsdale County Road Commission for the maintenance of State Trunkline highways and bridges within Hillsdale County for the reason that the Road Commission has a proven record of efficiently providing a high level of service on State Trunkline Highways within Hillsdale County for many years; and

WHEREAS, the Hillsdale County Road Commission has reviewed the terms of the contract and the recommendations of the CRA Negotiating Committee; and

WHEREAS, the members of CRA Negotiating Committee have recommended that Road Commissions approve the proposed contract;

NOW THEREFORE BE IT RESOLVED that the Board of County Road Commissioners of the County of Hillsdale accepts and agrees to enter into the State Trunkline Maintenance Contract presented by MDOT, and authorizes and directs Manager Heather Boyd to OneSpan Sign the contract on behalf of the Hillsdale County Road Commission.

Supported by Commissioner Gary Leininger.

ADOPTED: Yeas: 4
Nays: 0
Absent: 1

I hereby certify that the foregoing is a true and correct copy of a resolution adopted the 13th day of August, 2026 at a regular board meeting of the Board of County Road Commissioners of the County of Hillsdale, Michigan.

Signed: Kathryn Kirkpatrick

Robert Godfrey	Gary Leininger	Kathleen Schmitt	Michael Pamey	Mark Kline
Chairman	Vice-Chairman	Member	Member	Member