

HILLSDALE COUNTY ROAD COMMISSION

January 12, 2023

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, January 12, 2023, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey, Mike Parney, Gary Leininger, Mark Kline & Kathy Schmitt.

Staff present: Bob Griffis, Manager & Kathryn Kirkpatrick, Clerk.

Visitors present: Doug Ingles, County Commissioner.
Allan Andrews.
Ken McClellan.
Chet Briner.
Nick Bentley.
Don Hobbs.
Shaun Stukey.
Chris Smith.
Annette Helmuth.

Agenda Approved

Having reviewed the agenda for this date, the chair requested 2 additions to the agenda. The chair declared the agenda to stand approved as revised.

OFFICERS APPOINTED FOR 2023

#23-001 Mark Kline moved, Kathy Schmitt supported, that the following officers be appointed and retained for 2023, namely the following:

Chairman:	Robert Godfrey
Vice-Chairman:	Gary Leininger
Member:	Mike Parney
Member:	Mark Kline
Member:	Kathy Schmitt

Motion carried.

STAFF APPOINTED FOR 2023

#23-002 Kathy Schmitt moved, Gary Leininger seconded, that the following staff be appointed and retained for 2023, namely following:

Manager:	Robert Griffis
Clerk:	Kathryn Kirkpatrick

Motion Carried.

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Limited Public Comment

At 10:15 a.m., the chair opened the meeting to limited public comment.

Allan Andrews asked the board where it would be posted when there is a canceled meeting. Discussed the use of millings and where they are used. Discussed road stabilization and if possible a discount on 2nd application. And requested updated quotes from the new manager.

Ken McClellan addressed the possible ETA on the work that is to be done on Kellogg Dr and showed his gratitude for the work that was done on the south side of Kellogg Dr.

Don Hobbs addressed the board on how he feels the association is being treated and wondering how he can get answers.

Doug Ingles addressed the board and welcomed the new Commissioners.

Nick Bentley addressed the board and requested to meet and introduce himself to the new Commissioners after the meeting. Also expressed his concerns about not being able to voice record various meetings.

Shaun Stukey addressed the board about HCRC supplying their own road materials versus buying from other supplier and questioned if there was different source to purchase vehicles and/or equipment.

Minutes Approved

Having reviewed the minutes of the December 8, 2022, 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

#23-003 Gary Leininger moved, Mark Kline supported, to confirm the bills in the amount of \$201,609.94 per Accounts Payable Check Registers dated 12/15/2022 as authorized by clerk and accounts payable clerk. Motion carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-004 Gary Leininger moved, Mike Parney supported, to confirm the bills in the amount of \$231,905.67 per Accounts Payable Check Registers dated 12/29/2022 as authorized by manager and clerk. Motion carried.

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CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-005 Mike Parney moved, Mark Kline supported, to confirm the bills in the amount of \$117,393.43 per Accounts Payable Check Registers dated 1/12/2023 as authorized by manager and clerk. Motion carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-006 Gary Leininger moved, Mike Parney supported, to confirm the regular payroll in the amount of \$95,295.26 per Payroll Check Registers dated 12/22/2022, as authorized by manager and clerk. Motion carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-007 Gary Leininger moved, Mike Parney supported, to confirm the regular payroll in the amount of \$111,628.59 per Payroll Check Registers dated 1/5/2023, as authorized by manager and clerk. Motion carried.

CONFIRMATION OF ADMINISTRATIVE BONUS PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-008 Mark Kline moved, Gary Leininger seconded, to confirm the administrative bonus payroll in the amount of \$4,447.87 per Payroll Check Registers dated 1/11/2023, as authorized by manager and clerk. Motion carried.

CONFIRMATION OF SIGNING BONUS PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-009 Mike Parney moved, Kathy Schmitt supported, to confirm the signing bonus payroll in the amount of \$33,623.06 per Payroll Check Registers dated 1/12/2023, as authorized by manager and clerk. Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments	\$2,881,642.89
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Receipts	\$ 635,015.59
Disbursements	(\$ 795,903.82)
Ending Cash & Investments Balance	\$ 2,720,754.66
Less: Bonds in Escrow	(\$ 10,250.00)
CD reserved for 2 trucks	(\$ 604,155.52)
Ending Available Fund Balance	\$ 2,106,349.14
Note: Outstanding Accounts Payable = \$ 3,868.09	

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

LOCAL ROAD AND BRIDGE COST SHARING POLICY REVISED

#23-010 Gary Leininger moved, Kathy Schmitt supported, to approve and sign the revised Local Road Cost Sharing Policy. Motion Carried. See attachment.

RESOLUTION ADOPTED TO CHANGE HCRC CHECKING ACCOUNTS SIGNATORIES

#23-011 Gary Leininger moved, Kathy Schmitt supported, to adopt resolution for “Approval for change in HCRC Checking account Signatories” adding Robert Griffis and removing Darlene Kittle and Cynthia Ricketts.

Yeas: Bob Godfrey, Gary Leininger, Mike Parney, Mark Kline, Kathy Schmitt

Nays: None.

Motion carried.

APPROVAL OF TIMBER BRIDGE FROM KRENN TIMBER BRIDGE, INC

#23-012 Gary Leininger moved, Kathy Schmitt supported, to purchase timber bridge for Camden Road from Krenn Timber Bridge, Inc at the price of \$176,105.00. Price includes material and delivery to jobsite.

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MCRCSIP Board Meeting and Commissioner Orientation

CRA is holding an orientation for new Road Commissioners on February 16, 2023 at 10:00a.m. through a zoom meeting. All commissioners are planning to meet at the Road Commission to participate.

APPROVAL TO PURCHASE SUPPLIES FOR SIGN SHOP

#23-013 Gary Leininger moved, Kathy Schmitt supported, for manager to purchase sign film for sign shop (about \$6,000), signposts (about \$8,000) and delineator posts (about \$2,000) from Dornbos Signs. Motion carried.

APPROVAL TO PURCHASE EQUIPMENT

#23-014 Gary Leininger moved, Kathy Schmitt supported, to purchase 2- 8' V snowplows, 1 spreader box and 1 auger for to fit our existing 1-ton trucks, cost totaling approximately \$27,000. Motion carried.

Commissioner Township Assignments

Bob Godfrey: Jefferson Twp., Pittsford Twp., Ransom Twp, and Wheatland Twp.

Gary Leininger: Amboy Twp., Camden Twp., Woodbridge Twp., and Wright Twp.

Mike Parney: Allen Twp., Litchfield Twp., and Reading Twp.

Mark Kline: Adams Twp., Cambria Twp., Hillsdale Twp., and Somerset Twp.

Kathy Schmitt: Fayette Twp., Moscow Twp., and Scipio Twp.

Discussed Meijer Store Construction

Discussed concerns with traffic that the new Meijer store will be bringing to M-99. Gary Leininger suggest that HCRC should contact the state regarding possible traffic issues.

Old Business

2 bridges on Territorial Road will be going out for bid as soon as February.

Discussed the 1 mile stretch on the east side on Montgomery Road and what could help to improve road.

Manager Comments

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Camden Road timber bridge is schedule to start on June.
Have been hauling limestone to pits for 2023 spring patching.
Crews have been out cold patching and cutting trees.
Installed the truck barn generator and will be installing the office generator soon.
In the process of getting bridge inspections and choosing what bridges to apply for funding.
Have been updating job descriptions and starting to do some policies.
Received e-mail from Woodbridge Twp. looking into doing a solar ordinance and seeing how this would involve the Road Commission.
Have had interviews for mechanic and inventory clerk position.
Setting up interview for safety/training manager.
Getting ready to advertise for an administrative position, 3 truck drivers and an engineer tech.
Suggest the manager go to bridge conference in March.

Limited Public Comment

Ken McClellan addressed that board about where funding will be coming from for certain road projects.

Don Hobbs addressed the board and stated that he would like documentation from HCRC legal counsel regarding not being able to record association meetings and requested the board to make a policy that will allow the recordings.

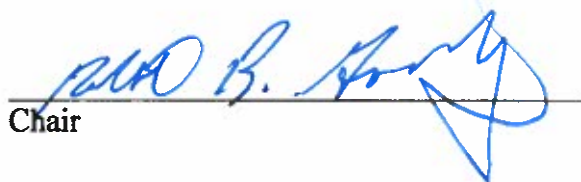
Shaun Stukey addressed the board asking if there has been any talk about purchasing a gravel screener. Also spoke about training for new employees.

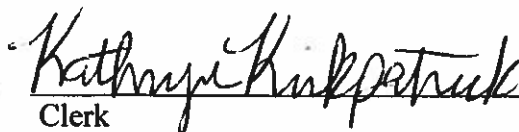
Nick Bentley also addressed the board that not being able to record association meetings has affected his ability to represent the people of the association. Also complemented the manager on some of the changes that he has seen.

Norma Littin addressed the board regarding Ash-Te-Wette Dr. and complemented the manager on updating the public on projects.

Meeting Adjourned – 12:35 P.M.

As there was no further business, the chair declared the meeting adjourned at 12:35 P.M.


Chair


Clerk



Hillsdale County Road Commission

1919 HUDSON ROAD (M-99)

HILLSDALE, MICHIGAN 49242

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COST SHARING POLICY **FOR LOCAL ROAD & BRIDGE PROJECTS**

Revised: January 12, 2023


Effective: January 12, 2023

1. Asphalt paving & micro-surfacing on local blacktop roads: **100%** township of all contracted work and materials.
 - a. HCRC furnishes our labor and equipment for any in-house work performed by our direct forces.
 - b. Township pays **100%** for all materials used by our direct forces.
2. Reconstruction of local blacktop roads for repaving: (pulverizing, gravel, ditching and culverts, etc.): **60%** township **40%** road commission of actual cost.
3. Paver patching & sealcoating on existing local blacktop roads: **50%** township **50%** road commission of actual cost.
4. Gravel or Limestone patching on gravel roads by HCRC crews: township furnishes all materials at **100%** actual cost, the road commission will load, haul, and spread the selected material at no cost to the township.

Note: Road commission will offer light/spot de-berming of gravel roads at no charge if the township agrees to apply the selected materials at a minimum rate of 1000 CYD/mile. Driveway culverts (up to a 12"X24") may be replaced as needed at the sole discretion of the road commission at no cost to the township, larger culverts would be 100% township/resident cost.

5. All other projects on gravel roads such as ditching & de-berming etc.: **60%** township, **40%** road commission of actual cost.
6. Gravel road stabilization with brine: **50%** township **50%** road commission of actual cost.
7. Cross- culvert replacements: sizes from 12" thru 36" diameter will be **100%** road commission cost. Sizes greater than 36" will be at **50%** township, **50%** road commission actual cost.
8. Critical bridge projects approved by Michigan Department of Transportation:
Bridge construction and approach construction: **95%** federal and state funding, **2.5%** township, and **2.5%** road commission. Design, construction engineering, and any approach work not federally funded: **50%** township **50%** road commission actual cost. Bridge replacements not eligible for critical bridge funds: **50%** township **50%** road commission actual cost.
9. Installation and maintenance of all non-regulatory signs: **100%** township cost. Installation and maintenance of all regulatory signs required per the Michigan Manual for Uniform Traffic Control Devices (MMUTCD) **100%** road commission cost.
10. Special assessment projects: **100%** of the construction, materials, and design & construction engineering cost shall be borne by the abutting property owners in the special assessment district to be established and administered by the township. The road commission may furnish direct force labor and equipment design and construction engineering at a per hour billed basis as needed.

NOTE: The above cost sharing policy is limited by the amount of funds that the road commission has available for matching each year and the ability to schedule and complete work requested by either direct forces or contracted work


Robert R. Godfrey, Chairman


Mike A. Parney, Vice-Chair


Gary Leininger, Member


Kathleen A. Schmitt, Member


Mark Kilne, Member