

HILLSDALE COUNTY ROAD COMMISSION

January 8, 2026

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, January 8, 2026, at 10:00 a.m. at the road commission office.

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

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

Visitors Present: Doug Ingles – Hillsdale County Commissioner.

Pledge of Allegiance

OFFICERS APPOINTED FOR 2026

#26-001 Mike Parney moved, Kathy Schmitt supported, that the following officers from 2025 be appointed and retained for 2026, namely the following:

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

Motion Carried.

STAFF APPOINTED FOR 2026

#26-002 Mark Kline moved, Kathy Schmitt supported, that the following staff from 2025 be appointed and retained for 2026, namely the following:

Manager: Robert Griffis.
Clerk: Kathryn Kirkpatrick.

Motion Carried.

APPROVAL OF AGENDA

#26-003 Gary Leininger moved, Kathy Schmitt supported, to approve the agenda, with two additions, for January 8, 2026.

Motion Carried.

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APPROVAL OF MINUTES

#26-004 Mark Kline moved, Gary Leininger seconded, to approve the minutes for December 11, 2025.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-005 Kathy Schmitt moved, Mark Kline supported, to approve the following:

Bills in the amount of \$297,454.09 per Regular Accounts Payable Register dated December 23, 2025, as authorized by the clerk and accounts payable clerk.

Bills in the amount of \$79,298.69 per Special Accounts Payable Register dated December 31, 2025, as authorized by the manager and clerk.

Bills in the amount of \$263,361.26 and electronic funds transfer in the amount of \$128,499.24, for a total of \$391,810.50 per Regular Accounts Payable Register dated January 8, 2026, as authorized by the manager and clerk.

Motion Carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-006 Kathy Schmitt moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$151,188.92 per Payroll Check Register dated December 18, 2025, as authorized by the manager and clerk.

Regular payroll in the amount of \$148,415.55 per Payroll Check Register dated December 31, 2025, 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	\$ 2,828,326.15
Receipts	\$ 856,656.21
Disbursements	(\$ 1,068,167.75)
Ending Cash & Investments Balance	\$ 2,616,814.61
Less: CD Reserved for 2 trucks	(\$ 696,874.37)
Ending Available Fund Balance	\$ 1,919,940.24

Note: Outstanding Accounts Payable = -\$133.92

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

Standing Order

Public Hearing for Revised Permit Fee Schedule

At 10:15 A.M. the meeting was opened to hold a public hearing to hear public comments prior to the adoption of the Revised Permit Fee Schedule.

No public was present.

At 10:17 A.M. the public hearing was closed to the public.

ADOPT REVISED PERMIT FEE SCHEDULE

#26-007 Mike Parney moved, Kathy Schmitt supported, to approve the Revised Permit Fee Schedule. Revised Permit Fee Schedule attached.

Motion Carried.

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LIMITED PUBLIC COMMENT

At 10:19 A.M., the chair opened the meeting to limited public comment.

No comment.

Manager's Comment

Will be submitting two new bids for the February 12, 2026 meeting, tack and 29A aggregate.
Leasing out part of the Moore Road Pit to MJ Electric to store equipment in.
Southeast District Meeting is January 26, 2026 in Calhoun County at 9:00am, the May 4, 2026 meeting we will host.
In the process of getting the fuel pumps hooked up.
There are two pieces of equipment we would like to sell on GovDeals.
Not much change in our day-to-day operations.
Will be working on a tube on Tamarack Road.
Scraping and treating roads as needed.
Receiving gravel road complaints.

Old Business

Board discussed road conditions on Jonesville Road.

New Business

Sign Agreement to Extend Guardrail and Roadside Brush Control Contract

The board signed the agreement to extend the Guardrail and Roadside Brush Control Contract.

APPROVE BID EXTENSION FOR DUST CONTROL

#26-008 Kathy Schmitt moved, Mark Kline supported, to approve Corrigan Environmental Solutions' bid extension for dust control for 2026.

Motion Carried.

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APPROVE TOWNSHIP CONTRACTS

The following township agreement was presented for board approval.

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Ransom	Burt Rd – Bird Lk/Tripp Paver Patch, Sealcoat, Fog Seal, Shoulder Gravel	\$74,015.00	\$0.00

#26-009 Gary Leininger moved, Mark Kline supported, that the township agreement, contingent on prioritization, be approved and signed.

Review Tentative Tally of 2025 Township Contributions

The board reviewed the tentative tally of 2025 township contributions through 12/31/2025.

Adams	\$161,061.48	Moscow	\$11,790.76
Allen	\$69,856.93	Pittsford	\$84,188.42
Amboy	\$41,903.59	Ransom	\$15,685.65
Cambria	\$60,096.41	Reading	\$227,434.85
Camden	\$91,853.55	Scipio	\$139,234.65
Fayette	\$87,706.07	Somerset	\$11,331.49
Hillsdale	\$34,278.04	Wheatland	\$75,858.77
Jefferson	\$172,696.69	Woodbridge	\$64,279.41
Litchfield	\$66,450.77	Wright	\$100,053.28

Grand Total \$1,515,760.81

2024 – 1,289,388.38 2023 - \$1,547,796.74 2022 - \$1,794,430.00 2021 – \$ 384,075.00

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LIMITED PUBLIC COMMENT

At 10:34 A.M., the chair opened the meeting to limited public comment.

No comment.

Meeting Adjourned 10:40 A.M.

As there was no further business, the chair declared the meeting adjourned at 10:40 A.M.

Chair



Clerk



Hillsdale County Road Commission

PERMIT & INSPECTION FEE SCHEDULE

Enacted: January 1, 1985
 Revised: November 26, 2025
 Effective January 8, 2026

Any of the following permits may require bonds or other guarantees as determined by the Board of County Road Commissioners in addition to the fees listed below. Blanket permits are available as listed below current certificate of insurance, and bonds if applicable shall be required per established requirements.

<u>Utilities</u>	<u>Permit Fee</u>	<u>Insp. Fee</u>
Utility Service Connection (New) (Electric, Gas, Oil, TV, Telephone, etc.)	\$150/Per Connection	None
Sanitary, Watermain, or Storm Connection	\$220	None
Annual Public Utility (Maintenance of Existing Utility Only)	\$275	None
Underground Utility Installation (Plowing Along Road)	\$220/Mile	Cost
Underground Utility Installation (Bore Across or Along Road)	\$165/Crossing/Mile	Cost
New Structure/Handhold	\$50/Per Structure	Cost
Open Cut Crossing Gavel Road (Including Plowing) (Applicant Responsible for Backfill & Compaction)	\$275/Crossing	Cost
Open Cut Crossing Paved Road (Applicant Responsible for Backfill, Compaction & HMA Replacement)	\$300/Crossing	Cost
Temporary Road/Lane Closure (Per MMUTCD)	\$110	Cost
Overhead Utility Installation	\$220/Crossing	Cost
Broadband New Per Project (<250,000 pop.)	\$330	Cost
Wireless Facility w/Pole	\$330	Cost
Wireless Facility w/o Poles	\$220	Cost
<u>Driveway</u>	<u>Permit Fee</u>	<u>Insp. Fee</u>
Residential (Urban & Rural) and Field Drive	\$55 Each	None
Upgraded Residential (Concrete/HMA)	\$50 Each	None
Shared Residential	\$50 Per Access	None
*Commercial Drive	\$220 Each	Cost
Private Road Approach	\$220 Each	Cost
Temporary Construction	\$165	Cost
<u>Road, Street, and Roadside</u>	<u>Permit Fee</u>	<u>Insp. Fee</u>
Tree Removal and/or Trimming within the Right-of-Way	\$25	None
Right-Of-Way Improvement (Ditch, Grade, Landscape, etc.)	\$55	None
Temporary Road/Lane Closure (Per MMUTCD)	\$110	Cost
Field Tile Repair or Installation Along Road	\$220/Mile	None
*Seismographic Testing (Destructive Type)	\$330 + \$220/Mile	Cost
Seismographic Testing (Wire Crossing Only)	\$110 + \$55/Crossing	Cost
<u>Special Uses</u>	<u>Permit Fee</u>	<u>Insp. Fee</u>
Overhead Banners, Decorations, Parades, Etc.	\$25 Each	None
Annual Surveying Permit	\$55/Year	None
Plat or Site Condo Review	\$330 + \$30 Per Lot	Cost

Transportation

Permit Fee

Insp. Fee

(Oversize and/or Overweight Vehicles/Loads)

Single Move and Annual Move permits do not qualify for vehicles/loads exceeding 125% of normal axle weights or while seasonal frost law restrictions are applied.

#Single Move	\$50	Cost
#Super Move - (Large Building, Special Load, Cranes, etc.)	\$100	Cost
#Annual Move	\$100 Per Power Unit	Cost
Mobile Home/Small Building Single Move - (≤ 16')	\$30	Cost
Mobile Home Annual Move	\$110	Cost
Single Move - Crossing roads with tracked equipment (Steel) (MUST UTILIZE MATTING)	\$100 Per Crossing	Cost
*Overweight Hauling Permit During Frost Laws (Single Move) (At the Sole Discretion of the Road Commission)	\$200/Per Power Unit	Cost
Seasonal Agricultural Commodities (Including Milk)	\$110/ Per Power Unit	Cost
Public Utilities Moving Permits During Frost Laws	\$110 per power unit	Cost

Over-Width Escorts: Less Than 10' Wide = None
 10' to 14' wide = One Preceding
 Over 14' wide = One Preceding and One Following.

Miscellaneous

Permit Fee

Insp. Fee

All permits not listed above

\$55

Cost

NOTE

1. During seasonal frost law restrictions, ALL LOADS that can be reduced, MUST BE REDUCED!
2. Failure to obtain a permit prior to performing movement, work, or action will cause the permit to be assessed/charged at double the normal permit fee!

Items marked with a Hashtag (#) costs are set by state law.

*** Bonding**

Items marked with an asterisk (*) may require bonding in addition to the permit fee according to the following schedule:

- A. Overweight vehicles exceeding 125% of normal load must post a cash bond of \$2500 per mile.
- B. Annual Move special haul route to state highway: \$25,000 per paved mile and \$10,000 per gravel mile with 25% of the bond in cash.
- C. Seismographic testing (destructive type): \$50,000 per paved mile and \$15,000 per gravel mile with 10% of the bond in cash.
- D. Commercial driveways for oil wells and wind turbines: \$5,000 cash bond must be posted per site to cover any damage to roads or roadsides.
- E. Commercial driveways may be required to install concrete curbing and post bonds to guarantee construction at the discretion of the road commission.

**** County Government Open-Cut**

All county governmental agencies will be charged \$55 minimum for each open-cut with applying agency and/or contractor responsible for road restoration, including paving, and future monitoring and maintenance of open-cut until all settlement has ceased and the road commission gives written release.

