

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, October 24, 2024, at 10:00 a.m. at the road commission office.

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

Staff Present: Robert Griffis, Manager.
Kathryn Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.
Allan Andrews.
Bill Petrie.
Mary Rutan.
Austin Fisher.
Ken Todd.
Doug Wittler.
Austin McBean.

Pledge of Allegiance

Approval of Agenda

Having reviewed the agenda for October 24, 2024, regular meeting, there were two additions. The chair declared the agenda to stand approved as presented with two additions.

Approval of Minutes

Having reviewed the minutes for October 10, 2024, 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

#24-132 Kathy Schmitt moved, Mark Kline supported, to approve the following:

Bills in the amount of \$219,975.29 per Regular Accounts Payable Register dated October 17, 2024, as authorized by the office manager and clerk.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

CONFIRMATION OF PAYROLLS AUTHORIZED FOR PAYMENT BY THE STAFF

#24-133 Mark Kline moved, Kathy Schmitt supported, to confirm the following:

Regular payroll in the amount of \$133,081.73 per Payroll Check Register dated 10/24/2024, 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	\$ 2,096,603.46
Receipts	\$ 215,504.93
Disbursements	(\$ 353,057.02)
Ending Cash & Investments Balance	\$ 1,959,051.37
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 656,873.00)
Ending Available Fund Balance	\$ 1,291,928.37

Note: Outstanding Accounts Payable = \$2,213.28

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

Standing Order

MEETING RECESSED FOR 2025 BUDGET HEARING – 10:15 A.M.

#24-134 At 10:15 A.M., Kathy Schmitt moved, Mark Kline supported, to recess the regular meeting to hold a public hearing to hear public comments prior to the adoption of the 2025 Budget.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

2025 Public Hearing Comments

Kathy Schmitt addressed manager reference the net equipment.

Gary Leininger compared the 2024 and 2025 budget.

Doug Ingles addressed the board regarding revenues.

MOTION TO CLOSE PUBLIC HEARING

#24-135 At 10:39 A.M., Kathy Schmitt moved, Mark Kline supported, to close the public hearing.

Motion Carried.

MEETING RECESSED TO REVIEW REVISED PERMIT FEE SCHEDULE 2024-2025 – 10:40 A.M.

#24-136 At 10:39 A.M., Kathy Schmitt moved, Mark Kline supported, to recess the regular meeting to hold a public hearing to hear public comments prior to the adoption of the 2024 – 2025 Permit Fee Schedule.

Motion Carried.

2024-2025 Permit Fee Comments

Kathy Schmitt addressed the manager reference seasonal agricultural loads.

Gary Leininger also addressed the manager reference livestock and feed trucking.

MOTION TO CLOSE PUBLIC MEETING

#24-137 At 10:47 A.M., Mark Kline moved, Kathy Schmitt supported, to close the public hearing.

Motion Carried.

Regular Meeting Reconvened – 10:47 A.M.

The chairman reconvened the regular meeting at 10:47 a.m.

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

APPROVAL OF PROPOSED 2025 BUDGET

#24-138 Kathy Schmitt moved, Gary Leininger seconded, to approve the Proposed 2025 Budget. Proposed 2025 Budget attached.

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

Nays: None.

Motion Carried.

APPROVAL OF REVISED PERMIT FEE SCHEDULE 2024-2025

#24-139 Mark Kline moved, Mike Parney supported, to approve the Revised Permit Fee Schedule 2024 – 2025. Revised Permit Fee Schedule 2024 – 2025 attached.

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

Nays: None.

Motion Carried.

LIMITED PUBLIC COMMENT

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

Ken Todd addressed the board regarding Hog Creek Road, thanked the board for grading Hog Creek Road, and inquired about the cones at the Hog Creek Road Bridge.

Doug Wittler addressed the board regarding a large crack on Cellars Road, the conditions of the ditches on the corner of E. Diane Drive and Cellars Road, and road conditions on Territorial Road.

Doug Ingles addressed the board regarding Camden Road.

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

Manager's Comment

Still waiting on EGLE for Territorial Road east of Bird Lake Road Culvert.

Submitted Buckeye Road west of Bird Lake Road Culvert to EGLE for review.

Somerset Road north of Stewart Road has been closed due to a failing structure.

The extra survey data for the Elm Road Bridge has been completed.

Still working on the 2024 Safety Project.

Still working on the county wide pavement markings.

Parking lot striping was completed.

HCRC gear will be sold at the end of the month through November 13th at no cost to the road condition.

The MDOT Annual Traffic Safety Summit is October 29th at Hillsdale City Hall.

2024 Safety Day is October 31st.

The 2nd round of roadside mowing is almost complete.

Hauled more shoulder gravel mainly to US-12 and started shoulders on M-99.

Fowler Road is almost ready for gravel.

Genesee Road is almost ready for gravel.

Will start berming Hakes Road next week, weather permitting.

Crack seal on Reading Road and Camden Road is complete.

Currently crack sealing Lake Diane.

Elm Road in Pittsford Township is closed.

Somerset Road in Wheatland Township is closed due to poor condition of structure.

Attended the Frugal Five Meeting and they asked if we wanted the meetings to continue.

Two companies evaluated our fuel pumps for replacing the pumps and readers.

Union negotiations will start November 12th.

Letters have started to schedule the township meetings.

Field Driveway Policy and the Drug and Alcohol Testing Policy were handed to the board for their review.

HILLSDALE COUNTY ROAD COMMISSION

October 24, 2024

MINUTES

Old Business

Board discussed a speed study in Somerset Township.

Board discussed marking center line on Sauk Trail.

Board discussed the Southeast Council Meeting.

Board discussed pavement markings on Bankers Road.

Board discussed the guard rail on Squawfield Road east of Waldron Road.

Board discussed the guard rail on the south end of Lake Diane on Territorial Road.

Board discussed a large tree on Long Lake Road north of Montgomery Road.

New Business

APPROVAL OF COST SHARE POLICY FOR LOCAL ROAD & BRIDGE PROJECTS

#24-140 Mark Kline moved, Kathy Schmitt supported, to approve the Cost Share Policy for Local Road and Bridge Projects. Cost Share Policy for Local Road and Bridge Projects attached.

Motion Carried.

Discuss Closure of Bibbins Road-Stoneco

Brad Wilson addressed the board regarding the closure of the northern part of Bibbins Road.

Austin Fisher addressed the board stating that Stone Co has done this procedure in Monroe County.

Gary Leininger addressed the board regarding the fire department thoughts and the people affected on Mosherville Road.

Bill Petrie addressed the board regarding the resistance of Moscow Township residents.

Kathy Schmitt addressed the board regarding other county residents wanting to close other roads.

HILLSDALE COUNTY ROAD COMMISSION
October 24, 2024
MINUTES

LIMITED PUBLIC COMMENT

At 12:23 P. M., the chair opened the meeting to limited public comment.

Allan Andrews addressed the board regarding the guard rail on S. Allen Road south of Cole Road on the west side being damaged.

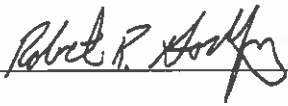
Bill Petrie addressed the board regarding the closure of Bibbins Road.

Ken Todd addressed the board regarding the gravel looking good on US-12.

Meeting Adjourned 12:27 P.M.

As there was no further business, the chair declared the meeting adjourned at 12:27 P.M.

Chair



Clerk



2025 Hillsdale CRC Approved Budget

REVINUES	2025 Approved Budget	2024 Approved Amended
Permits and Inspection Fees	\$60,000.00	\$45,000.00
Federal Sources		
Surface Transportation Program	\$941,000.00	\$999,978.00
Federal Aid Buy-Out	\$0.00	\$0.00
Other Federal Sources	\$0.00	\$2,356,867.00
Safety Grant	\$0.00	\$446,400.00
State Sources		
MTF - Engineering	\$10,000.00	\$10,000.00
MTF - Snow Removal	\$4,500.00	\$4,500.00
MTF - Primary	\$5,369,331.58	\$5,151,359.00
MTF - Local	\$3,549,219.18	\$3,463,844.00
MTF - Primary Urban	\$136,508.43	\$177,633.00
MTF - Local Urban	\$45,502.81	\$88,816.00
Local Bridge Program	\$0.00	\$0.00
TEDF - Rural Primary (D)	\$125,191.00	\$673,047.00
Other State Sources	\$0.00	\$0.00
Local Contributions		
City & Village	\$0.00	\$0.00
Township Contributions	\$500,000.00	\$850,000.00
Charges for Service		
Trunkline Maintenance	\$1,000,000.00	\$1,300,000.00
Cash/Salvage Sales	\$15,000.00	\$33,000.00
Other Charges	\$0.00	\$0.00
Interest and Rents		
Interest Earned	\$25,000.00	\$45,000.00
Property Rentals	\$12,000.00	\$12,000.00
Other Revenues		
Gain/Loss on Sale of Equipment	\$1,000.00	\$500.00
Other	\$0.00	\$0.00
TOTAL REVENUE	\$11,794,253.00	\$15,657,944.00

EXPENDITURES	2025 Approved Budget	2024 Approved Amended
Preservation/Structural Improvement		
Roads Primary	\$1,300,000.00	\$1,800,000.00
Roads Local	\$750,000.00	\$1,030,000.00
Structures Primary	\$400,000.00	\$3,816,800.00
Structures Local	\$350,000.00	\$356,000.00
Maintenance		
Roads Primary	\$3,500,000.00	\$2,500,000.00
Roads Local	\$2,500,000.00	\$4,000,000.00
Structures Primary	\$13,000.00	\$13,000.00
Structures Local	\$15,000.00	\$15,000.00
Winter Maintenance Primary	\$600,000.00	\$550,000.00
Winter Maintenance Local	\$500,000.00	\$575,000.00
Traffic Control Primary	\$200,000.00	\$250,000.00
Traffic Control Local	\$150,000.00	\$180,000.00
Safety Projects	\$0.00	\$565,500.00
Other Expenditures		
Trunkline Maintenance	\$1,000,000.00	\$1,000,000.00
Administrative - Net	\$1,313,000.00	\$1,213,000.00
Equipment - Net	(\$650,000.00)	(\$600,000.00)
Capital Outlay - Net	\$800,000.00	\$1,200,000.00
Debt - Principal Payment	\$0.00	\$0.00
Debt - Interest Payment	\$0.00	\$10,000.00
Other Expenses	\$50,000.00	\$50,000.00
TOTAL EXPENDITURES	\$12,791,000.00	\$18,524,300.00
2025 Approved Budget	\$3,014,428.60	\$5,880,784.60
Annual Change	(\$996,747.00)	(\$2,866,356.00)
Ending Balance	\$2,017,681.60	\$3,014,428.60
Board Approved	10/24/2024	10/10/2024

Hillsdale County Road Commission

PERMIT & INSPECTION FEE SCHEDULE

Enacted: January 1, 1985
 Revised: October 24, 2024

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.)	\$138	None
Sanitary, Watermain, or Storm Connection	\$220	None
Annual Public Utility	\$275	None
Underground Utility Installation (Plowing Along Road)	\$220/Mile	Cost
Underground Utility Installation (Bore Across or Along Road)	\$165/Crossing/Mile	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
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)	\$44 Each	None
Shared Residential	\$44 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	\$55	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.	\$22 Each	None
Annual Surveying Permit	\$55/Year	None
Plat or Site Condo Review	\$330 + \$33 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')	\$28	Cost
Mobile Home Annual Move	\$110	Cost
Single Move - Crossing roads with tracked equipment (Steel)	\$100 Per Crossing	Cost
*Oversized/Weight Hauling Permit During Frost Laws	\$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

During seasonal frost law restrictions, ALL LOADS that can be reduced, MUST BE REDUCED!

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 bond 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.



Hillsdale County Road Commission

1919 Hudson Road (M-99) • Hillsdale, MI 49242

517.437.4458 (main) • 517.437.0048 (fax)

hillsdale@hillsdalecrc.org

Robert Griffis
Manager

Kathryn Kirkpatrick
Clerk

COST SHARING POLICY FOR LOCAL ROAD & BRIDGE PROJECTS

Reviewed: October 24, 2024

Effective: October 24, 2024

1. Local paved roads; All contracted work (including materials): 100% township of actual costs.
(HMA paving, micro-surfacing, pulverization, ditching, gravel, culverts, tree work, etc.)
(If the road commission furnishes direct force labor, equipment, design and construction engineering, or project inspection it shall be billed as needed, on a per hour basis: 50% township, 50% road commission of actual cost).
2. Paver patching, sealcoating, and fog sealing on existing local blacktop roads: 50% township 50% road commission of actual cost.
3. Gravel or Limestone patching/resurfacing on gravel roads materials: 100% township cost, hauling and spreading of material, 100% road commission cost.
Note: Driveway culverts (up to a 12" X 24' residential and 12"x 36' Agricultural) may be replaced as needed, at the sole discretion of the road commission at no cost to the township, larger diameter culverts or longer culverts would be 100% township/resident cost.
4. Gravel road stabilization with brine: 50% township 50% road commission of actual cost.
5. Complete Ditching on local roads: 70% township, 30% road commission of actual cost.
6. Complete De-berming on local roads: 50% township 50% road commission of actual cost.
7. Cross- culvert replacements: sizes from 12" through 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 (If the road commission furnishes direct force labor, equipment, design and construction engineering, or project inspection, it shall be billed as needed, on a per hour basis: 50% township, 50% road commission of actual cost).

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


Gary Leininger, Vice-Chair

Mike Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member

Robert Godfrey
Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kline
Member