

HILLSDALE COUNTY ROAD COMMISSION

December 11, 2025

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, December 11, 2025, 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: Heather Boyd, Assistant Manager. On Phone.
Kevin Sanders, Superintendent. On Phone.
Katie Kirkpatck, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.

Pledge of Allegiance

APPROVAL OF AGENDA

#25-163 Mark Kline moved, Kathy Schmitt supported, to approve the agenda, with two additions, for December 11, 2025.
Motion Carried.

APPROVAL OF MINUTES

#25-164 Kathy Schmitt moved, Mark Kline supported, to approve the minutes for November 26, 2025.
Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-165 Kathy Schmitt moved, Mark Kline supported, to approve the following:
Bills in the amount of 216,958.53 and electronic funds transfer in the amount of \$84,935.51, for a total of \$301,894.04 per Regular Accounts Payable Register dated December 11, 2025, as authorized by the manager and clerk.
Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION
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CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-166 Mark Kline moved, Mike Parney supported, to confirm the following:

Regular payroll in the amount of \$135,862.94 per Payroll Check Register dated December 4, 2025, 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	\$ 2,680,826.99
Receipts	\$ 585,256.14
Disbursements	(\$ 437,756.98)
Ending Cash & Investments Balance	\$ 2,828,326.15
Less: CD Reserved for 2 trucks	(\$ 694,559.17)
Ending Available Fund Balance	\$ 2,133,766.98

Note: Outstanding Accounts Payable = -\$109.85

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

LIMITED PUBLIC COMMENT

At 10:12 A.M., the chair opened the meeting to limited public comment.

No comment.

HILLSDALE COUNTY ROAD COMMISSION
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Manager's Comment

Trimming trees and brush, and cold patching.
Scraping and treating roads as needed.
Preparing for spring.
Preparing for Township Meetings.

Standing Order

APPROVE MINERAL AGGREGATES BID

Mineral Aggregate bids were opened at 10:15 a.m. on December 11, 2025. Four bids were received; Shannon Excavating, Carr Brothers and Sons Gravel Excavating, VanBrunt Trucking, and Stoneco of Michigan.

#25-167 Mark Kline moved, Gary Leininger seconded, to approve all bids and to use whichever is economically convenient for HCRC. Copy of bid tabulation attached.

Motion Carried.

TABLE MINERAL WELL BRINE

Mineral Well Brine bids were opened at 10:30 a.m. on December 11, 2025. Two bids were received; Liquid Calcium Chloride Sales and Michigan Chloride Sales LLC.

#25-168 Gary Leininger moved, Kathy Scmitt supported, to table the Mineral Well Brine bid for further information.

Motion Carried.

ASPHALT EMULSION BID AWARDED – THE KLINK GROUP

Asphalt Emulsion bids were opened at 10:45 a.m. on December 11, 2025. Two bids were received; Asphalt Materials Inc. and The Klink Group.

#25-169 Gary Leininger moved, Mark Kline supported, to award the bid for CRS-2M and CSS-1H to The Klink Group. Bid tabulation attached.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION
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MINUTES

REBID TACK

#25-170 Gary Leininger moved, Mark Kline supported, to rebid track.

Motion Carried.

HOT MIX ASPHALT BID AWARDED – MICHIGAN PAVING & MATERIALS CO

Hot mix asphalt bid was opened at 11:00 a.m. on December 11, 2025. One bid was received from Michigan Paving & Materials Co.

#25-171 Kathy Schmitt moved, Mark Kline supported, to award the Hot Mix Asphalt bid to Michigan Paving & Materials Co. Bid tabulation attached.

Motion Carried.

MEETING RECESSED FOR 2026 BUDGET HEARING – 11:15 A.M.

#25-172 At 11:15 a.m., Kathy Schmitt moved, Gary Leininger seconded, to recess the meeting to hold a public hearing to hear public comments prior to the adoption of the 2026 Proposed Budget.

Motion Carried.

REGULAR MEETING RECONVENED

#25-173 At 11:16 a.m., Gary Leininger moved, Kathy Schmitt supported to reconvene the regular meeting.

Motion Carried.

APPROVE 2026 PROPOSED BUDGET

#25-174 Kathy Schmitt moved, Mark Kline supported, to approve the 2026 Proposed Budget as presented. 2026 Proposed Budget attached.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION
December 11, 2025
MINUTES

Old Business

Board discussed sanding gravel roads.

Board discussed the Buckeye Road tube west of Tripp Rd.

Board discussed road conditions from the Stump Drain detour.

New Business

TENTATIVELY APPROVE PERMIT & INSPECTION FEE SCHEDULE

#25-175 Kathy Schmitt moved, Mark Kline supported, to tentatively approve the Permit & Inspection Fee Schedule. Tentative Permit and Inspection Fee Schedule attached.

Motion Carried.

APPROVE PURCHASING POLICY

#25-176 Mark Kline moved, Kathy Schmitt supported, to approve the Purchasing Policy. Purchasing Policy attached.

Motion Carried.

LIMITED PUBLIC COMMENT

At 11:19 A.M., the chair opened the meeting to limited public comment.

No comment.

Meeting Adjourned 11:20 A.M.

As there was no further business, the chair declared the meeting adjourned at 11:20 a.m.


Chair


Clerk

<i>WATKINS PIT</i>	Stoneco	Shannon	Carr Bros	Gerken	VanBrunt	Becker Scrivens
4x8 riprap	\$36.70		\$43.05		\$37.15	
6A washed	\$26.15		\$25.20		\$30.41	
22A Road Gravel	\$13.00		\$16.77/yd		\$15.10	
23A Road Gravel			\$18.68/yd		\$15.65	
23A limestone	\$28.20				\$25.45	
21AA Crushed Stone			\$27.30		\$25.45	
Asphalt Millings			\$30.75/yd		\$32.50	
Class II sand	\$9.85		\$7.61		\$10.65	
2NS Sand	\$17.10		\$15.75		\$16.65	
3/8X#4 Crushed Natural						
H-1 limestone						
Ohio 9 Double Washed	\$35.70				\$31.82	
Pea stone	\$21.65		\$26.78		\$22.10	
Screened Topsoil			\$41.57/yd		\$33.25	
21AA Concrete Gravel			\$27.83			
18"-16" Limestone Riprap	\$69.00				\$57.00	
3/8X#4 Blast Furnace Slag						
34 CS-M Natural			\$38.33			
<i>STEVENS PIT</i>	Stoneco	Shannon	Carr Bros	Gerken	VanBrunt	Becker Scrivens
4x8 riprap	\$34.50		\$43.05		\$35.90	
6A washed	\$29.00		\$25.20		\$29.50	
22A Road Gravel	\$11.50		\$16.77/yd		\$14.10	
23A Road Gravel			\$18.68/yd		\$14.20	
23A limestone	\$26.00				\$24.05	
21AA Crushed Stone			\$27.30		\$24.05	
Asphalt Millings			\$30.75/yd		\$29.50	
Class II sand	\$9.90		\$7.61		\$12.50	
2NS Sand	\$15.60		\$15.75		\$18.50	
3/8X#4 Crushed Natural						
H-1 limestone						
Ohio 9 Double Washed	\$33.50				\$30.45	
Pea stone	\$24.50		\$26.78		\$23.15	
Screened Topsoil			\$41.57/yd		\$32.50	
21AA Concrete Gravel			\$27.83			
18"-16" Limestone Riprap	\$66.00				\$51.00	
3/8X#4 Blast Furnace Slag						
34 CS-M Natural			\$38.33			

PITTSFORD PIT	Stoneco	Shannon	Carr Bros	Gerken	VanBrunt	Becker Scrivens
4x8 riprap	\$34.50		\$45.15		\$36.64	
6A washed	\$28.60		\$27.30		\$30.00	
22A Road Gravel	\$14.70		\$19.55/yd		\$15.10	
23A Road Gravel			\$21.46/yd		\$15.10	
23A limestone	\$26.00				\$24.05	
21AA Crushed Stone			\$29.40		\$24.05	
Asphalt Millings			\$33.54/yd		\$31.00	
Class II sand	\$12.10		\$9.71		\$12.95	
2NS Sand	\$18.80		\$17.85		\$19.25	
3/8X#4 Crushed Natural						
H-1 limestone						
Ohio 9 Double Washed	\$33.50				\$31.15	
Pea stone	\$24.10		\$28.88		\$22.90	
Screened Topsoil			\$44.35/yd		\$32.75	
21AA Concrete Gravel			\$29.93			
18"-16" Limestone Riprap	\$66.00				\$57.00	
3/8X#4 Blast Furnace Slag						
34 CS-M Natural			\$40.43			
McCLELLAN PIT	Stoneco	Shannon	Carr Bros	Gerken	VanBrunt	Becker Scrivens
4x8 riprap	\$36.70		\$43.05		\$37.85	
6A washed	\$27.80		\$25.20		\$29.65	
22A Road Gravel	\$14.70		\$16.77/yd		\$15.20	
23A Road Gravel			\$18.68/yd		\$15.32	
23A limestone	\$28.20				\$26.35	
21AA Crushed Stone			\$27.30		\$26.35	
Asphalt Millings			\$30.75/yd		\$33.10	
Class II sand	\$11.10		\$7.61		\$13.40	
2NS Sand	\$18.80		\$15.75		\$18.50	
3/8X#4 Crushed Natural						
H-1 limestone						
Ohio 9 Double Washed	\$35.70				\$32.65	
Pea stone	\$23.30		\$26.78		\$22.56	
Screened Topsoil			\$41.57/yd		\$33.50	
21AA Concrete Gravel			\$27.83			
18"-16" Limestone Riprap	\$69.00				\$59.00	
3/8X#4 Blast Furnace Slag						
34 CS-M Natural			\$38.33			

PICKED UP	Stoneco	Shannon	Carr Bros	Gerken	VanBrunt	Becker Scrivens
4x8 riprap	\$25.50		\$34.65			
6A washed	\$19.00		\$16.80			
22A Road Gravel	\$7.90		\$12.60/yd Leaders			
23A Road Gravel			\$13.13/yd Beck			
23A limestone	\$17.00					
21AA Crushed Stone			\$18.90			
Asphalt Millings			\$25.20/Beck			
Class II sand	\$3.10	\$7.50/yd	\$4.46/Leaders			
2NS Sand	\$12.00		\$7.35			
3/8X#4 Crushed Natural						
H-1 limestone						
Ohio 9 Double Washed	\$24.50					
Pea stone	\$14.50		\$18.38			
Screened Topsoil			\$30.45/yd			
21AA Concrete Gravel			\$19.43			
18"-16" Limestone Riprap	\$52.00					
3/8X#4 Blast Furnace Slag						
34 CS-M Natural			\$29.93			
Screened Road Gravel		\$8.50/yd				
3/8"-1" Stone - 1" minus		\$12.00/yd				
1 1/2" -3" Stone		\$12.00/yd				
3"-6" Stone		\$16.00/yd				
6"-18" Stone		\$48.00/yd				
Bank Run Gravel		\$8.00/yd				
Top Soil Screened		\$25.00/yd				
Top Soil Unscreened		\$14.00/yd				
Fill Dirt		\$6.00/yd				

CONTRACTOR	CRS-2M PRICE PER GALLON	HFRS-2 PRICE PER GALLON	HFRS-2M PRICE PER GALLON	SS-1h PRICE PER GALLON	MS-Op PRICE PER GALLON	FOG SEAL CSS-1H DILUTE PRICE PER GALLON	FOG SEAL CQSEA	BID TO BE ACCEPTED PAYMENT TERMS
MICHIGAN PAVING & MATERIALS 1950 WILLIAMS STREET ALMA, MI 48801								
ASPHALT MATERIALS, INC., 940 N WYNN ROAD OREGON, OHIO 43616	\$2.20	\$2.00	\$2.25	\$2.53		\$1.55	\$1.55	30 Days
The Klink Group PO Box 423 Ashley, Indiana 46705	\$2.11		\$2.11			Alt Product Cationic Chiplock \$1.56		30 Days

Bid Awarded to:

The Klink Group

by the Board of County Road Commissioners on

December 11, 2025

Bidders:	Quadrant	13A	36A	301 Base	448-2 Interned	448-1 Surface	Alternate Mix	Total Bids
Gerken Materials	NW							
	NE							
	SW							
	SE							
Michigan Paving & Mat	NW	\$78.25	\$79.00					
	NE	\$76.25	77.00					
	SW	\$78.80	\$79.50					
	SE	\$76.50	\$77.75					
Unique Paving Material	NW							
	NE							
	SW							
	SE							
Lakeland Asphalt Corp	NW							
	NE							
	SW							
	SE							
Gerken Materials	NW							
	NE							
	SW							
	SE							
API Construction	NW							
	NE							
	SW							
	SE							
Tackett & Sons Materia	NW							
	NE							
	SW							
	SE							
Thompson Constructic	NW							
	NE							
	SW							
	SE							

2026 Hillsdale CRC Approved Budget

REVINUES	2026 Approved Budget	2025 2nd Ammended Approved Budget	2025 Approved Budget
Permits and Inspection Fees	\$75,000.00	\$335,000.00	\$60,000.00
Federal Sources			
Surface Transportation Program	\$1,410,000.00	\$1,651,830.00	\$941,000.00
Federal Aid Buy-Out	\$0.00	\$0.00	\$0.00
Other Federal Sources	\$0.00	\$52,000.00	\$0.00
Safety grant	\$90,200.00	\$0.00	\$0.00
State Sources			
MTF - Engineering	\$10,000.00	\$10,000.00	\$10,000.00
MTF - Snow Removal	\$5,200.00	\$5,200.00	\$4,500.00
MTF - Primary	\$5,400,000.00	\$5,369,311.00	\$5,369,331.58
MTF - Local	\$3,600,000.00	\$3,549,219.00	\$3,549,219.18
MTF - Primary Urban	\$140,000.00	\$136,508.00	\$136,508.43
MTF - Local Urban	\$46,000.00	\$45,502.00	\$45,502.81
Local Bridge Program	\$0.00	\$0.00	\$0.00
TEDF - Rural Primary (D)	\$752,000.00	\$240,000.00	\$125,191.00
Other State Sources	\$0.00	\$0.00	\$0.00
Local Contributions			
City & Village	\$0.00	\$0.00	\$0.00
Township Contributions	\$1,000,000.00	\$1,400,000.00	\$500,000.00
Charge for Service			
Trunkline Maintenance	\$1,000,000.00	\$1,100,000.00	\$1,000,000.00
Cash/Salvage Sales	\$25,000.00	\$33,000.00	\$15,000.00
Other Charges	\$0.00	\$0.00	\$0.00
Interest and Rents			
Interest Earned	\$30,000.00	\$56,000.00	\$25,000.00
Property Rentals	\$12,000.00	\$12,000.00	\$12,000.00
Other Revenues			
Gain/Loss on Sale of Equipment	\$25,000.00	\$35,000.00	\$1,000.00
Other	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$13,120,000.00	\$14,030,570.00	\$11,794,253.00

EXPENDITURES	2026 Approved Budget	2025 2nd Ammended Approved Budget	2025 Approved Budget
Preservation/Structural Improvement			
Roads Primary	\$2,500,000.00	\$2,100,000.00	\$1,300,000.00
Roads Local	\$750,000.00	\$750,000.00	\$750,000.00
Bridge Primary	\$150,000.00	\$70,000.00	\$400,000.00
Bridge Local	\$775,000.00	\$0.00	\$350,000.00
Maintenance			
Roads Primary	\$3,500,000.00	\$2,000,000.00	\$3,500,000.00
Roads Local	\$5,000,000.00	\$5,000,000.00	\$1,500,000.00
Bridge Primary	\$50,000.00	\$33,000.00	\$13,000.00
Bridge Local	\$35,000.00	\$25,000.00	\$15,000.00
Winter Maintenance Primary	\$600,000.00	\$650,000.00	\$600,000.00
Winter Maintenance Local	\$500,000.00	\$625,000.00	\$500,000.00
Traffic Control Primary	\$350,000.00	\$275,000.00	\$200,000.00
Traffic Control Local	\$250,000.00	\$225,000.00	\$150,000.00
Other Expenditures		\$0.00	
Trunkline Maintenance	\$1,000,000.00	\$1,100,000.00	\$1,000,000.00
Administrative - Net	\$1,313,000.00	\$1,213,000.00	\$1,313,000.00
Equipment - Net	-\$350,000.00	-\$300,000.00	(\$650,000.00)
Capital Outlay - Net	\$300,000.00	\$200,000.00	\$800,000.00
Debt - Principal Payment	\$0.00	\$0.00	\$0.00
Debt - Interest Payment	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$75,000.00	\$50,000.00
TOTAL EXPENDITURES	\$14,223,000.00	\$14,041,000.00	\$12,791,000.00
2026 Tentatively Approved Budget	\$4,786,114.00	\$4,786,114.00	\$3,014,428.60
Annual Change	(\$1,107,600.00)	(\$10,481.00)	(\$994,747.00)
Ending Balance	\$3,683,514.00	\$4,786,114.00	\$2,017,681.60
Board Approved	Approved 12/11/2025	11/26/2025	10/24/2024

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.

Field Inspection

Inspection will be provided only when in the road commission’s judgment, it is necessary. Inspection charges will be billed on a monthly basis using an itemized statement.

Regular Time - Regular work hours are shown below. Inspection cost to be billed at the current hourly rate for the employee and equipment involved, plus fringe benefits and overhead.

Overtime – Inspection cost to be billed at 1-1/2 times the current hourly rate for the employee involved; plus, the regular rate for the equipment involved, plus fringe benefits and overhead.

A 24-hour notice shall be required for in the field inspection(s) by the road commission prior to starting any work within the right-of-way.

Office Hours

Monday through Friday: 7:00 a.m. to 3:00 p.m. - November – March/April
Monday through Thursday: 6:00 a.m. - 4:00 p.m. – April/May - October
Closed on holidays observed by the road commission.

Permits will not be processed at any other time.

Phone: 517-437-4458 Fax: 517-437-0048.

Permits will not be issued until all insurance and/or bond requirements have been met, the permit fees are paid, and the permits have been approved and signed by the proper agents.

Permit fees are not refundable.

Adoption

This permit and inspection fee schedule is adopted in accordance with MCL 224.19b by the Hillsdale, Board of County Road Commissioners, at their regular meeting on January 8, 2026, and shall be effective immediately. The permit applicant shall understand that the issuance of a permit by the Board does not relieve the applicant of his responsibility to receive permission from property owners wherever work is to be performed on private property.

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF HILLSDALE

Robert R. Godfrey, Chairman

Gary Leininger, Vice-Chair

Mike A. Parney, Member

Kathleen A. Schmitt, Member

Mark Kline, Member



POLICY# 301

PURCHASING POLICY

Adopted: February 27, 2008
Reviewed: December 11, 2025
Effective: December 11, 2025

In Accordance with MCL 224.10, 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 \$15,000 or less, except under emergency conditions, the limit shall not exceed \$45,000.

1. The purchasing limits will be set as follows:
 - a. Purchase of necessary materials, equipment and supplies in the amount up to \$4,000 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 \$15,000 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 \$45,000 using daily phone quotes.
2. Any purchase of New necessary materials, equipment and supplies exceeding \$15,000 (or \$45,000 under emergency conditions) shall be purchased only after advertising and receiving sealed proposals with award of same by the Board.
3. Any purchase of Used materials, equipment, and supplies exceeding \$15,000 (or \$45,000 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 Leininger, Vice-Chair


Mike A. Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member