

HILLSDALE COUNTY ROAD COMMISSION  
September 22, 2022  
MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, September 22, 2022, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey, Mike Parney (10:15) & Gary Leininger.

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

Visitors present: Doug Ingles, County Commissioner.  
Allan Andrews.  
Jo Thomas.  
Andy Thomas.  
Pat Kelley.  
Don Hobbs.  
Nick Bentley.  
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.

**Limited Public Comment**

At 10:15 a.m., the chair opened the meeting to limited public comment.  
Allen Andrews addressed the board regarding Long Lake Rd needing scraped and complimented the progress on maintaining the county roads.  
Pat Kelley addressed the board about the condition of Knowles Rd and requested update on repairing Addison Rd.  
Don Hobbs addressed the board on a contract amendment.

**Minutes Approved**

Having reviewed the minutes of the September 8, 2022, regular meeting, there were no additions, deletions or corrections noted. The chair declared the minutes to stand approved as presented.

Having reviewed the minutes of the September 15, 2022, special meeting, there were no additions, deletions or corrections noted. The chair declared the minutes to stand approved as presented.

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**CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF**

#22-126 Gary Leininger moved, Mike Parney seconded, to confirm the regular payroll in the amount of \$99,508.36 per Payroll Check Registers dated 9/15/2022, as authorized by clerk and payroll clerk. Motion carried.

**APPROVAL OF ACCOUNTS PAYABLE**

#22-127 Bills in the amount of \$230,531.45 per Account Payable Check Registers dated 9/22/2022 were presented for board approval. Gary Leininger moved, Mike Parney seconded, that these bills be allowed, and orders drawn for the same. Motion carried.

**Treasurer's Report Presented**

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

Beginning Balance-Cash & Investments	\$1,584,640.67
Receipts	\$ 728,568.56
Disbursements	(\$ 329,999.81)
Ending Cash & Investments Balance	\$ 1,983,209.42
Less: Bonds in Escrow	(\$ 14,250.00)
CD reserved for 2 trucks	(\$ 601,973.37)
Ending Available Fund Balance	\$ 1,366,986.05
Note: Outstanding Accounts Payable = \$ 25,875.24	

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

**Mosherville Road Property**

Andy & Joe Thomas would like to be informed if/when Hillsdale County Road Commission puts piece of land located on Mosherville road up for bid to purchase.

## HILLSDALE COUNTY ROAD COMMISSION

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#### **Renewal of CD**

The board has agreed to renewal CD that is at CIBC that is set aside for trucks for another 3 months at interest rate of 2.65%

#### **Old Business**

Reviewed Somerset Twp. project schedule for next year.

Updated cutting trees in road right-a-way.

Discussed time to start hauling and stock piling limestone season.

Updated Camden Rd timber bridge and what EAGLE has reported.

#### **New Business**

Board is requesting a draft of 2023 Budget by November and the final budget by December.

Discussed planning major project for next year.

Discussed keep Larry Brown as interim manager to inform the new manager on the standing of current projects.

Discussed shoulder conditions on roads.

#### **Letter Dated September 20, 2022, from Corrigan Environmental Solutions**

Corrigan Environmental Solutions sent a letter regarding extending contract for another year. The board discussed and are not sure if they want to extend contract and might bid out.

#### **Discussion Followed on Various Subjects**

Started to deburn and ditch Wildwood Rd then moving onto Crawford Rd.

Lake Diane should be done today.

Bear Lake Rd will start to get limestone next week.

#### **Manager Comments**

At CRA Conference HCRC was drawn for a safety grant.

Pavement marking will be starting next week.

MDOT 2020 audit reviewed and discussed about concurring. Board of Commissioners gave the manager the go ahead to concur.

Generators, new truck, and equipment updates, see attachment 1.

Update for engineering department regarding Montgomery Road Bridge, Dennings Road Culvert, Beecher Road Culvert, Elm Road Bridge and Camden Road Culvert, see attachment 2.

Resident would like to abandon Bishop Road south of Sampson Road. Resident was directed to township to get signatures for petition.

#### **APPROVAL TO HIRE NEW INVENTORY CONTROL CLERK**

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#22-128 Gary Leininger moved, Mike Parney seconded to hire a new inventory control clerk. Motion carried.

**APPROVAL TO HIRE NEW MECHANIC**

#22-129 Gary Leininger moved, Mike Parney seconded to hire a new mechanic. Motion carried.

**AUTHORIZE TO REHIRE TEMPORAY EMPLOYEES AND PREVIOUS OFFICE MANAGER FOR TRAINING**

#22-130 Authorized equal pay for Heather Boyd and Darlene Kittle and rehire previous office manager 3-4 day a month for training purposes.

Yeas: Robert Godfrey, Mike Parney, and Gary Leininger.

Nays: None

Motion Carried.

**Discussed Kiosk Module**

Manager discussed getting quotes to update to kiosk module for payroll, stock, and materials.

**APPROVAL TO UPDATE SIGN SHOP EQUIPMENT**

#22-131 Gary Leininger moved, Mike Parney seconded to update sign shop equipment to make more efficient. Motion Carried.

**Utility Permit Application Approval**

The board agreed that the utility permit application approval will come from manager.

**Limited Public Comment**

Don Hobbs addressed the board regarding who oversees Human Resources and questioned if the Mechanic position would go out for bid.

Nick Bentley addressed the board regarding questions on the state contract.

Andy Thomas addressed the board regarding chip seal process and when chip seal is usually done.

**Meeting Adjourned – 11:45 A.M.**

As there was no further business, the chair declared the meeting adjourned at 11:45 A.M.

  
Chair

  
Clerk

## **ATTACHMENT 1**

### **Generators**

Heath Electric is looking to start installing generators the first or second week of October.

Oct. 5<sup>th</sup> he wants to do the radio tower. Power will need to be shut down for an hour.

Oct. 11<sup>th</sup> For the truck garage. It will need the power shut off.

They are planning to do the office on a weekend. Possibly the 14<sup>th</sup>.

The repair shop will be the following weekend.

### **Western Star 4700x**

We have two trucks allocated at Wolverine Freightliner. The trucks should arrive at the dealer between May 1<sup>st</sup> and August 1<sup>st</sup>. Then from there they will go to Truck and Trailer Specialties for the build.

### **New Dodges**

The 2022 white Dodge is going to Truck and Trailer in Howell today 9/22/2022. They are installing front plow mount and salter controls.

The 2020 blue Dodge can go next week to Truck and Trailer in Dutton. There it will have dump box, running boards, and strobes installed.

### **Equipment Auction**

All the equipment on the govdeals.com site is up to \$27,954. The auction will end on the 26<sup>th</sup>.



*Jackson County*  
*Department of Transportation*

Angela N. Kline, PE, CPM



*Keeping Our Community Safely in Motion...*

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**TO:** Hillsdale County Road Commission

**FROM:** Charles W. Briner, PE  
Senior Civil Engineer, JCDOT

**SUBJECT:** JCDOT Engineering Services - Update

**DATE:** September 22, 2022

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**1. Montgomery Road Bridge – Federal Aid (30000-133159)**

- All field work completed on Project, coordinating with Contractor & MDOT to balance remaining pay items on the Contract.
- Project expected to close 2.39% below the original awarded contract amount.
  - Original Awarded Contract Amount = \$854,683.84
  - Current Net Total = \$834,232.10
- Will coordinate with MDOT over the next month on closing the project out

**2. Dennings Road Culvert**

- Surveyed on September 14<sup>th</sup>, plans and EGLE permit application submitted on September 22<sup>nd</sup>
- Proposed culvert – 5 foot in diameter at 50 feet in length, skewed to align with existing stream

**3. Beecher Road Culvert**

- Voluntary Transportation Review submitted to EGLE on September 8<sup>th</sup>, waiting for meeting with EGLE
- Surveyed on September 14<sup>th</sup>

**4. Elm Road Bridge**

- Surveyed on September 14<sup>th</sup>
- EGLE identifies bankfull width at 11ft, existing structure width is 16 ft
- Mussel Shells found on site, will need to request quotes for mussel survey
- Will need to coordinate with replacement options. Timber bridge or box Culvert.

**5. Camden Road Culvert**

- Surveyed on September 15<sup>th</sup>
- EGLE identifies bankfull width at 21ft, existing structure width is 25 ft
- Will need to coordinate with replacement options. Timber bridge?