HILLSDALE COUNTY ROAD COMMISSION
July 23, 2026
MINUTES

Meeting was called to order by the Chair, Robert Godfrey, on Thursday, July 23, 2026, at 10:00 a.m. at the Road Commission Office.

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

Members Absent: Gary Leininger.

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

Visitors Present: Ken Todd, Allen Township.
Wesley Wickham.
Allan Andrews.
Felcia Finch.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-115 Kathy Schmitt moved, Mark Kline supported, to approve the agenda for July 23, 2026.

Motion Carried.

APPROVAL OF MINUTES

#26-116 Kathy Schmitt moved, Mark Kline supported, to approve the minutes for July 9, 2026, regular meeting.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-117 Kathy Schmitt moved, Mark Kline supported, to approve the following:

Bills in the amount of $542,284.86 and electronic funds transfer in the amount of $0.00 for the total of $542,284.86 per Regular Accounts Payable Register dated July 23, 2026, as authorized by the assistant manager and accounts payable clerk.

Motion Carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-118 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Regular payroll in the amount of $153,935.03 per Payroll Check Register dated July 16, 2026, 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	$ 2,751,703.74
Receipts	$ 421,387.61
Disbursements	($ 696,532.72)
Ending Cash & Investments Balance	$ 2,476,558.63
Less: CD Reserved for 2 trucks	($ 712,186.20)
Ending Available Fund Balance	$ 1,764,372.43

Note: Outstanding Accounts Payable = $15,662.98

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

LIMITED PUBLIC COMMENT

At 10:05 A.M., the chair opened the meeting to limited public comment.

Ken Todd discussed the time frame for scraping and brine in Allen Township.

Allan Andrews discussed brine and the condition of Ridge Drive.

Felicia Finch discussed the road conditions in Totem Village.

An attendee addressed the road at Lake Somerset.

Manager's Comments

HCRC received an award from MCRISIP regarding workplace injuries.
The Carpenter Road Culvert in Austin and Waldron Road South of Calhoun Culvert replacements are done.
Working to replace two small culverts on Camden Road west of US-127.
Plan to install a culvert under S. Hillsdale Road at Harmon Road and culvert and ditching on Harmon Road.
Spring Pavement Markings have been completed except for primary edge line and rumble strips.
Albright Contracting is still working on the Beecher Road east of Gardner Road structure.
2026 Safety Project has started.
Milling and Paving for the 2026 Small Urban Project is complete.
Work has started for the 2026 Various Roads Project.
State crews have been working on the county projects.
Paving for local contracts is complete with the exception of Burt Road.
Sealcoating started Tuesday July 7th.
Crack seal crews are working on Concord Road between US-12 and Sterling Road.
The first cut of roadside mowing is complete.
Chop has started our list of trees.
Gravel/Limestone patching has been completed except for Reading, Allen, and Litchfield.
Scraping Reading Township for brine, Allen and Litchfield are left.
Met with EGLE reference dam 6 at Lewis Emery Park, need to hire an engineer to look at the structure.
Western Star trucks will be delivered to Truck and Trailer in October.
The 2 GMC trucks were delivered.
Discussed limestone for Allen Township with Primoris.

Spoke with the homeowner and contractor on Lanphere.
Still working on the abandonment of Pond 1 and Pond 2 Drive.
Will be working on a gravel crushing bid and grader blade bid.

New Business

APPROVE EMPLOYEE WORK ATTIRE POLICY #530

#26-119 Kathy Schmitt moved, Mark Kline supported, to approve Employee Work Attire Policy #530. Policy attached.

Motion Carried.

APPROVE PERMIT & INSPECTION FEE SCHEDULE

#26-120 Mark Kline moved, Mike Parney supported, to approve the Permit and Inspection Fee Schedule. Permit and Inspection Fee Schedule attached.

Motion Carried.

DEFER SOMERSET ROAD, SOMERSET TOWNSHIP CONTRACT

#26-121 Kathy Schmitt moved, Mark Kline supported, to defer the Somerset Road, Somerset Township, contract until next year with updated pricing.

Motion Carried.

LIMITED PUBLIC COMMENT

At 11:27 A.M., the chair opened the meeting to limited public comment.

Ken Todd discussed the cross tube on Weston Road.

Allan Andrews discussed crushed limestone.

Wesley Wickham discussed the Hillsdale City Engineer specializing in dams.

Meeting Adjourned– 11:30 A.M

As there was no further business, the chair declared the meeting adjourned at 11:30 a.m.

Chair Clerk

POLICY# 530

EMPLOYEE WORK ATTIRE

ADOPTED: 7/23/2026

The Hillsdale County Road Commission understands it is important for employees to have an option to wear clothing that's appropriate for severe environmental conditions, such as extremely warm weather. It is also important appropriate protective equipment always be worn whenever it is necessary for the hazard. HCRC equipment operators are allowed to wear short pants while performing certain work assignments in which the employee is not exposed to certain hazards such as hot tar or liquid asphalt getting on their skin. Other work assignments may be identified by the Road Commission. HCRC reserves the right to decide which work assignments may expose employees to certain hazards and thus require the appropriate protective clothing.

The commission wishes to always maintain a level of professionalism and appropriate decorum. Thus, all employees are expected to use good judgement in choosing official duty attire and always maintain a neat and clean appearance.

Shirt General Guidelines

Employees may wear short or long sleeve shirts and should be made from generally acceptable material designed for construction-related work activities (cut-off or open side shirts are not allowed). If shirts are manufactured with reflectivity elements, they must always meet the minimum ANSI standard or the proper Class 2/Class 3 vest MUST be worn.

Short Pants General Guidelines

Employees that choose to wear short pants for approved work assignments should always be conscious of personal safety and the image projected to the public.

Employees shall always keep a pair of long pants available at the HCRC garage as certain work assignments may not allow for short pants. If an employee does not have the appropriate attire for a specific work assignment, they may be required to leave work and obtain the necessary attire using their accumulated leave or personal time (employees may not utilize No-Pay for this issue).

Short pants should be made from a generally acceptable material designed for construction-related work and the length should be at or just above the knee. Many manufactures such as Carhart, Dickes, Wrangler, etc., Make short pants specifically designed for construction type work activities. Cut of Jeans, Gym, Beach, Swim, or Leisure style shorts are not allowed.

BOARD OF COUNTY ROAD COMMISSIONERS, COUNTY OF HILLSDALE

Robert R. Godfrey, Chairman

Gary Leininger, Vice-Chair

Mike A. Parney, Member

Kathleen A. Schmitt, Member

Mark Kline, Member

Hillsdale County Road Commission

PERMIT & INSPECTION FEE SCHEDULE

Enacted: January 1, 1985
Revised: January 8, 2026
Effective July 23, 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.

Utilities	**Permit Fee**	**Insp. Fee**
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
Overhead Utility Installation	$220/Crossing	Cost
Broadband New Permit (Limited in Size to a Maximum of one (1) Contiguous Mile Per Permit)	$300	Cost
Annual Broadband (Maintenance of Existing System Only)	$275	None
Wireless Facility w/wo Poles	$300	Cost

Driveway	**Permit Fee**	**Insp. Fee**
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

Road, Street, and Roadside	**Permit Fee**	**Insp. Fee**
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)	$300 + $220/Mile	Cost
Seismographic Testing (Wire Crossing Only)	$110 + $55/Crossing	Cost

Special Uses	**Permit Fee**	**Insp. Fee**
Overhead Banners, Decorations, Parades, Etc.	$25 Each	None
Annual Surveying Permit	$55/Year	None
Plat or Site Condo Review	$300 + $30 Per Lot	Cost

Transportation Permits (Through Oxcart)	**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!**
3. **Permits/Projects are limited to a maximum combined total cost of no more than $1,000 per permit/project.**

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 monthly using an itemized statement.

Regular Time - Regular work hours are shown below. Inspection cost is 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 are 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 July 23, 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.

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Chairman	Vice-Chairman	Member	Member	Member