

HILLSDALE COUNTY ROAD COMMISSION

November 9, 2023

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, November 9, 2023, at 10:00 a.m. at the road commission office.

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

Staff Present: Bob Griffis, Manager.
Kathryn Kirkpatrick, Clerk.
Sarah Cook, Administrative Services Specialist.

Visitors Present: Doug Ingles.
Allan Andrews.
Donn Hobbs.
Nick Bentley.
Chris Wingate.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

23-145 Kathy Schmitt moved, Mark Kline supported, to approve the agenda for November 9, 2023 with 2 additions to the agenda. Motion Carried.

MINUTES APPROVED AS PRESENTED

Having reviewed the minutes of the October 26, 2023 meeting, the chair asked if there were any corrections to be noted. There were no corrections to be made to the minutes, and the chair declared the minutes to stand approved as presented.

APPROVAL OF ACCOUNTS PAYABLE

#23-146 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$115,545.48 and electronic funds transfer in the amount of \$59,473.09 for the total of \$175,018.57 per Regular Accounts Payable Check Register dated 11/02/2023 authorized by manager and clerk.

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Bills in the amount of \$23,129.34 and electronic funds transfer in the amount of \$0.00 for the total of \$23,129.34 per Special Accounts Payable Check Register dated 11/08/2023 authorized by manager and clerk.

Motion Carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-147 Mike Parney moved, Kathy Schmitt supported, to confirm the following:

Regular payroll in the amount of \$114,269.35 per Payroll Check Registers dated 11/09/2023 authorized by manager and clerk.

Motion Carried.

TREASURER'S REPORT PRESENTED

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

Beginning Balance-Cash & Investments	\$ 4,220,815.20
Receipts	\$ 47,922.05
Disbursements	(\$ 312,417.26)
Ending Cash & Investments Balance	\$ 3,956,319.99
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 629,182.61)
Ending Available Fund Balance	\$ 3,316,887.38

Note: Outstanding Accounts Payable = \$332,645.53

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

LIMITED PUBLIC COMMENT

At 10:10 a.m., the chair opened the meeting to limited public comment.

Alan Andrews addressed the board regarding multiple road conditions and complimented the HCRC crew on their job on Bigelow Rd. He also addressed ORV (off-road vehicle) ordinances. Don Hobbs addressed the board regarding the outcomes of various seal coat projects.

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Chris Wingate addressed the board regarding the outcomes of seal coat projects and their effect on the budget and corrective actions.

Manager's Comments

The Territorial Road Bridges are scheduled to be closed on Monday, November 13th and they will start driving pilings on December 4th.

Consumers rerouted a powerline that is now in the way of where the crane will need to be used. Consumers has been notified and Charlie Briner is working with them to resolve the issue.

The bid prices presented by Mannik Smith are projected as "not to exceed," and will be billed by the hour/item as they are used. Also, doing some of the work ourselves can help reduce the total cost, as well.

The manager will be contributing to the Bibbins Rd discussion at the Moscow Township meeting. Stoneco has sent offers to the township, but the manager provided his opinion on the situation and the board made a consensus to not allow the road to be closed and they prefer Stoneco be required to do the tunnel for a conveyor. The manager will present that consensus at the Moscow Township meeting.

The Traffic Summit will be hosted by the City of Hillsdale on November 29th at 10:00am at City Hall.

The manager proposed possibly leasing the trucks that were approved to purchase from National Auto Fleet Group, or doing a combination of purchasing and leasing. He also discussed the option to borrow money instead of leasing with the board and would have more information about that option at the next board meeting.

Ditching and De-Berm projects on Blackbridge Rd is completed. Blair Rd and Sterling Rd. are almost done with maybe 1 more day of work left.

Fog Sealing should be completed tomorrow.

Everyone is out grading roads that can, and will continue to do so as long as possible, weather permitting.

The Safety Grant Resolution includes rumble strips and crosswalk paint and the grant fund amount is \$468,000.

The manager discussed the amendments and current figures for the 2023 Financial Budget, including safety grants, RTF's, Interest Earned, TEDF, ad Federal Aid Buyout.

Old Business

RESOLUTION 23-003 ADOPTED FOR FY CONTRACT 23-5403 SAFETY GRANT

#23-148 Mike Parney moved, Kathy Schmitt supported, to approved Resolution 23-003 to submit Contract 23-5403 Safety Grant. Adopted Resolution 23-003 attached.

Yeas: Bob Godfrey, Gary Leininger, Mike Parney, Mark Kline, Kathy Schmitt.
Nays: None.

Motion carried.

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APPROVAL OF 2023 AMENDED FINANCIAL BUDGET

#23-149 Gary Leininger moved, Mark Kline supported, to approve the amendments to the 2023 Financial Budget as presented. Approved amended 2023 Financial Budget attached.

Motion carried.

AWARD FULL CONSTRUCTION ENGINEERING FOR TERRITORIAL ROAD BRIDGES

#23-150 Gary Leininger moved, Mike Parney supported, to award Mannik Smith Group to do full construction engineering for the Territorial Road Bridges not to exceed \$341,786.49. Bid Tab attached.

Motion carried.

LIMITED PUBLIC COMMENT

At 11:45 a.m., the chair opened the meeting to limited public comment.

Don Hobbs addressed the board regarding Amish warning signs on Camden Road during the construction of the Territorial Road Bridges. He also addressed the board regarding seal coat training.

Allan Andrews addressed the board regarding the schedule for lines being painted.

Nick Bentley also addressed the board regarding the schedule for lines being painted.

Meeting Adjourned – 11:55 A.M.

As there was no further business, the chair declared the meeting adjourned at 11:55 A.M.


Vice Chair


Clerk



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

RESOLUTION #23-003

Commissioner Mike Parney offered the following resolution and moved for its adoption:

Be it resolved that

CONTRACT No. 23-5403, Control Section HSIP 30000, Job Number 214036CON

by and between the

MICHIGAN DEPARTMENT OF TRANSPORTATION

and the

Hillsdale County Road Commission

Hillsdale, MI. 49242

is hereby accepted.

The following Official(s) is/are authorized to sign the said contract:

Robert Godfrey, Chairman

Supported by Commissioner Kathleen Schmitt.

ADOPTED: AYES: Robert Godfrey, Mike Parney, Gary Leininger, Kathleen Schmitt,
& Mark Kline.

NAYES: None.

ABSENT: None.

Motion Carried.

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at

a regular meeting of the Hillsdale County Road Commission on the

9th DAY of November 2023.

Signed


Robert Godfrey, Chairman

Robert Godfrey
Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kline
Member

2023 Approved Ammended Budget

	2023 Ammended	2023 Approved		2023 Ammended	2023 Approved
Licenses and Permits	\$40,700.00	\$45,000.00	Preservation/Structural Improvement		
Federal Sources			Roads Primary	\$2,481,085.00	\$3,328,986.00
Surface Transportation Program	\$419,000.00	\$360,000.00	Roads Local	\$133,424.00	\$0.00
Federal Aid Buy-Out	\$833,400.00		Structures Primary	\$390,142.00	\$2,100,000.00
Other Federal Sources	\$756,800.00	\$450,000.00	Structures Local	\$0.00	\$0.00
Safety Grant	\$0.00	\$0.00	Safety Projects	\$0.00	\$500,000.00
State Sources			Maintenance		
MTF - Engineering	\$10,000.00	\$10,000.00	Roads Primary	\$1,261,042.00	\$5,500,000.00
MTF - Snow Removal	\$4,182.00	\$4,182.78	Roads Local	\$5,429,167.00	\$0.00
MTF - Primary	\$5,041,300.00	\$5,020,048.26	Structures Primary	\$200.00	\$20,000.00
MTF - Local	\$3,400,500.00	\$3,359,878.14	Structures Local	\$200.00	\$0.00
MTF - Primary Urban	\$155,500.00	\$152,261.44	Winter Maintenance Primary	\$356,000.00	\$0.00
MTF - Local Urban	\$60,900.00	\$59,638.51	Winter Maintenance Local	\$386,925.00	\$900,000.00
Local Bridge Program	\$0.00	\$1,280,000.00	Traffic Control Primary	\$83,200.00	\$350,000.00
TEDF - Rural Primary (D)	\$123,200.00	\$1,057,000.00	Traffic Control Local	\$110,400.00	\$0.00
Other State Sources	\$0.00	\$0.00	Other Expenditures		
Local Contributions			Trunkline Maintenance	\$986,500.00	\$0.00
City & Village	\$46,000.00	\$20,000.00	Administrative - Net	\$843,900.00	\$800,000.00
Township Contributions	\$1,200,000.00	\$700,000.00	Equipment - Net	(\$134,000.00)	\$0.00
Charges for Service			Capital Outlay - Net	\$1,200,000.00	\$750,000.00
Trunkline Maintenance	\$986,500.00	\$946,401.08	Debt - Principal Payment	\$0.00	\$0.00
Salvage Sales	\$6,645.00	\$1,000.00	Debt - Interest Payment	\$0.00	\$0.00
Other Charges	\$0.00	\$0.00	Other Expenses	\$133,000.00	\$35,000.00
Interest and Rents			TOTAL EXPENDITURES	\$13,661,185.00	\$14,283,986.00
Interest Earned	\$96,000.00	\$5,000.00			
Property Rentals	\$5,200.00	\$3,600.00	Beginning Balance	\$5,994,100.00	\$5,856,057.76
Other Revenues			Annual Change	\$0.00	\$0.00
Gain/Loss on Sale of Equipment	\$134,213.00	\$10,000.00	Ending Balance	\$5,994,100.00	\$5,856,057.76
Other	\$53,000.00	\$20,000.00			
TOTAL REVENUE	\$13,373,040.00	\$13,504,010.21			

HILLSDALE COUNTY ROAD COMMISSION

Bid Tally Sheet for FULL CONSTRUCTION ENG. FOR
TERRITORIAL ROAD BRIDGES

November 9, 2023

Bidders:	MANNIK SMITH GROUP 1771 N. DIXIE HIGHWAY MONROE, MI 48162	SME 3301 TEC CIRCLE DRIVE KALAMAZOO, MI 49008-5611			
FULL CONSTRUCTION ENGINEERING FOR TERRITORIAL ROAD BRIDGES (NOT TO EXCEED)	\$341,786.49	\$399,024.00			

BID AWARDED TO: MANNIK SMITH GROUP BY THE BOARD OF COUNTY ROAD COMMISSIONERS ON
NOVEMBER 9, 2023