

HILLSDALE COUNTY ROAD COMMISSION

December 14, 2023

MINUTES

Meeting was called to order by Vice Chair Gary Leininger on Thursday, December 14, 2023, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey (on phone), Gary Leininger, Mike Parney, Mark Kline & Kathy Schmitt.

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

Visitors Present: Doug Ingles, Hillsdale County Commissioner.
Chris Wingate.
Garrett Singer, Stoneco.
Austin Fisher, Stoneco.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

23-158 Mark Kline moved, Kathy Schmitt supported, to approve the agenda for December 14, 2023 with 2 additions to the agenda. Motion Carried.

APPROVAL OF MINUTES

#23-159 Kathy Schmitt moved, Mark Kline supported, to approve the minutes for November 22, 2023 for the regular meeting. Motion carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-160 Kathy Schmitt moved, Mark Kline supported, to approve the following:

Bills in the amount of \$401,716.83 and electronic funds transfer in the amount of \$0.00 for the total of \$401,716.83 per Regular Accounts Payable Check Register dated 11/29/2023 authorized by manager and clerk.

Bills in the amount of \$1,509,488.84 and electronic funds transfer in the amount of \$15,638.44 for the total of \$1,525,127.28 per Regular Accounts Payable Check Register dated 12/13/2023 authorized by manager and clerk.

Motion Carried.

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CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-161 Kathy Schmitt moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$101,823.13 per Payroll Check Registers dated 12/07/2023 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	\$ 4,192,477.24
Receipts	\$ 911,491.19
Disbursements	(\$ 2,028,667.24)
Ending Cash & Investments Balance	\$ 3,075,301.19
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 629,182.61)
Ending Available Fund Balance	\$ 2,435,868.58

Note: Outstanding Accounts Payable = (\$ 155.67)

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

LIMITED PUBLIC COMMENT

At 10:15 A.M., the vice chair opened the meeting to limited public comment.

None.

Stoneco Presentation

Austin Fisher addressed the board regarding Stoneco's request to have a portion of Bibbins Road in Moscow township abandoned to better access their mining operations on either side of the road. He also addressed the board regarding an alternative option of using a tunnel under the roadway.

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Regular Meeting Recessed for 2024 Budget Hearing – 10:30 A.M.

At 10:30 A.M. the board recessed the regular meeting to hold a public hearing for public comments prior to the approval of the 2024 Act 51 budget.

Public Comments

Doug Ingles addressed the board and complimented the board on the allocations of funds for projects next year.

Chris Wingate addressed the board regarding grant requirements and organic options for brush spraying.

2024 ACT 51 BUDGET APPROVED

#23-162 Hearing no objections at the public hearing held this date, Kathy Schmitt moved, Mark Kline supported, to approve the 2024 Act 51 budget.

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

Nays: None.

Motion carried. Copy attached.

REGULAR MEETING RECONVENED – 10:45 A.M.

#23-163 At 10:45 A.M. Mark Kline moved, Kathy Schmitt supported to close the public hearing and reconvene the regular meeting.

Motion carried.

Manager's Comments

Discussed the brush and weed control contract extension with The Daltons, Inc.

A letter is being drafted for the Union Association to correct the contract for the Mechanic Tool Allowance.

Interviews for the open mechanic position have been conducted and offers have been presented to 2 applicants.

The open position for an AP clerk has been posted and we have received multiple applications. Looking to schedule interviews for after the first of the year.

One of the trucks being purchased from Boyer Ford Trucks has been shipped to us, and the lease agreements for the remaining two trucks have been sent to us, as well.

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Two previously purchase trucks are still at Truck and Trailer. The other two previously purchased trucks are still waiting to be built at the manufacturer, and then delivered to Truck & Trailer for upfitting.

Discussed the nuclear gage in the basement and the status of the required training for 2 employees.

Discussed the option to adopt Act 88 for MERS benefits.

The drone will do another fly over to measure and calculate final numbers totals for gravel processing at Watkins pit. So far, approximately 44,000 yards of gravel has been processed, and the goal is to process a similar amount in 2024.

Discussed the option to purchase a drone from JDOT.

Discussed the Hog Creek Bridge project. Waiting for confirmation from EGLE on required tube size.

Waiting for response from EGLE regarding the tube on Elm Road.

A meeting was held and attended by the manager, the chair and vice chair of the board, State Representative Fink, and a few Amish Bishops to discuss signage, road maintenance, and widening of some roads for Amish buggy traffic.

The MDOT LOU was received, and nothing has changed from last year in regards to winter maintenance and night patrol.

Crews are now focusing on scraping gravel roads.

Discussed scheduling the township meetings for January.

The powerlines near the Territorial Road Bridges have been moved (Correction: *will be moved starting January 8th, 2024, and will take 2 to 3 days depending on weather*).

Discussed 2024 pricing for Ditching and De-Berming contracts.

The trees will be addressed this winter for the project on Genesee Road.

The project previously proposed by Tim Godfrey has been postponed and is likely to be completed in the fall of 2024.

APPROVED BRUSH AND WEED CONTROL CONTRACT – THE DALTONS – INC
APPROVED FOR BRUSH AND WEED CONTROL

#23-164 Kathy Schmitt moved, Mark Kline supported, to approve and sign a contract extension with The Daltons, Inc. with a bid price of \$170 per mile, and not to exceed a total of \$55,000 for the 2024 season for brush and weed control. Motion carried.

APPROVED BRUSH AND WEED CONTROL CONTRACT EXTENSION – THE
DALTONS – INC APPROVED FOR GUARDRAIL BRUSH AND WEED CONTROL

#23-165 Kathy Schmitt moved, Mark Kline supported, to approve and sign the contract extension with The Daltons, Inc. with a bid price of \$0.12 per foot, and not to exceed a total of \$10,000 for the 2024 season for guardrail brush and weed control. Motion carried.

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ACQUIRE RESOLUTION TO ADOPT ACT 88 FOR MERS BENEFITS

#23-166 Mike Parney moved, Mark Kline supported to acquire a resolution to adopt Act 88 for MERS benefits. Vote was 2 for and 2 against. Motion failed.

DECEMBER 28TH, 2023 BOARD MEETING CANCELLED

#23-167 Mark Kline moved, Kathy Schmitt supported, to cancel the December 28, 2024 meeting. Motion Carried.

Old Business

Discussed E&O Insurance for the commissioners.

New Business

The board discussed when to hold the township meetings and scheduled them for January 22, 23, and 24, 2024.

2024 ROAD BOARD MEETING SCHEDULE APPROVED

#22-168 Mark Kline moved, Kathy Schmitt seconded, to approve the 2024 regular board meeting schedule as presented: meetings will be held the second and fourth Thursday of each month at 10:00 a.m., unless noted otherwise. Motion Carried. Copy attached.

LIMITED PUBLIC COMMENT

At 12:00 P.M., the vice chair opened the meeting to limited public comment.

None.

Meeting Adjourned – 12:00 P.M.

23-169 Kathy Schmitt moved, Mark Kline supported, to adjourn the meeting at 12:00 P.M.


Vice Chair


Clerk

2024 Hillsdale CRC Approved Budget

	2024 Approved	2024 Approved
Licenses and Permits	\$45,000.00	
Federal Sources		
Surface Transportation Program	\$0.00	
Federal Aid Buy-Out	\$0.00	
Other Federal Sources	\$935,000.00	
Safety Grant	\$468,000.00	
State Sources		
MTF - Engineering	\$10,000.00	
MTF - Snow Removal	\$4,266.43	
MTF - Primary	\$5,164,214.62	
MTF - Local	\$3,456,367.52	
MTF - Primary Urban	\$156,634.11	
MTF - Local Urban	\$61,351.21	
Local Bridge Program	\$2,480,000.00	
TEDF - Rural Primary (D)	\$500,000.00	
Other State Sources	\$263,726.00	
Local Contributions		
City & Village	\$20,000.00	
Township Contributions	\$700,000.00	
Charges for Service		
Trunkline Maintenance	\$1,000,000.00	
Salvage Sales	\$1,000.00	
Other Charges	\$0.00	
Interest and Rents		
Interest Earned	\$40,000.00	
Property Rentals	\$6,800.00	
Other Revenues		
Gain/Loss on Sale of Equipment	\$10,000.00	
Other	\$20,000.00	
TOTAL REVENUE	\$15,342,359.89	
Preservation/Structural Improvement		
Roads Primary		\$1,250,000.00
Roads Local		\$750,000.00
Structures Primary		\$3,816,800.00
Structures Local		\$0.00
Safety Projects		\$570,000.00
Maintenance		
Roads Primary		\$3,500,000.00
Roads Local		\$2,500,000.00
Structures Primary		\$10,000.00
Structures Local		\$10,000.00
Winter Maintenance Primary		\$500,000.00
Winter Maintenance Local		\$450,000.00
Traffic Control Primary		\$200,000.00
Traffic Control Local		\$180,000.00
Other Expenditures		
Trunkline Maintenance		\$1,010,000.00
Administrative - Net		\$850,000.00
Equipment - Net		\$250,000.00
Capital Outlay - Net		\$1,500,000.00
Debt - Principal Payment		\$0.00
Debt - Interest Payment		\$0.00
Other Expenses		\$50,000.00
TOTAL EXPENDITURES		\$17,396,800.00
Beginning Balance		\$5,705,955.00
Annual Change		(\$2,054,440.11)
Ending Balance		\$3,651,514.89
Board Approved		11/22/2023



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

SCHEDULE OF 2024 REGULAR BOARD MEETING DATES

Listed below are the scheduled 2024 regular meeting dates for the Board of County Road Commissioners of the County of Hillsdale. The meetings are held on the 2nd and 4th Thursdays of the month beginning at 10:00 AM unless otherwise noted below. All meetings are held at the Road Commission office located at 1919 Hudson Road, Hillsdale, Michigan.

January 11, 2024
January 25, 2024

July 11, 2024
July 25, 2024

February 8, 2024
February 22, 2024

August 8, 2024
August 22, 2024

March 14, 2024
March 28, 2024

September 12, 2024
September 26, 2024

April 11, 2024
April 25, 2024

October 10, 2024
October 24, 2024

May 9, 2024
May 23, 2024

November 14, 2024
November 27, 2024 - Wednesday

June 13, 2024
June 27, 2024

December 12, 2024
December 26, 2024

HILLSDALE COUNTY ROAD COMMISSION


BY: Gary Leininger – Vice Chairman

Robert Godfrey
Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kline
Member