

HILLSDALE COUNTY ROAD COMMISSION

November 26, 2025

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Wednesday, November 26, 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: Bob Griffis, Manager.
Katie Kirkpatch, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.

Pledge of Allegiance

APPROVAL OF AGENDA

#25-149 Mark Kline moved, Kathy Schmitt supported, to approve the agenda, with two additions, for November 26, 2025.

Motion Carried.

APPROVAL OF MINUTES

#25-150 Kathy Schmitt moved, Mark Kline supported, to approve the minutes for November 13, 2025.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-151 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$326,408.81 per Regular Accounts Payable Register dated November 26, 2025, as authorized by the manager and clerk.

Motion Carried.

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CONFIRMATION OF PAYROLLS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-152 Gary Leininger moved, Kathy Schmitt supported, to confirm the following:

Regular payroll in the amount of \$135,474.15 per Payroll Check Register dated November 20, 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	\$ 2,531,936.61
Receipts	\$ 610,773.34
Disbursements	(\$ 461,882.96)
Ending Cash & Investments Balance	\$ 2,680,826.99
Less: CD Reserved for 2 trucks	(\$ 694,559.17)
Ending Available Fund Balance	\$ 1,986,267.82

Note: Outstanding Accounts Payable = \$ 2,203.45

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.

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Manager's Comment

Waiting for the estimated price for the Buckeye Road west of Bird Lake Road Culvert.
Forwarded the estimate for the Somerset Road north of Stewart Road Structure to Wheatland Township.
Plan to replace the Day Road east of Kelso Road Culvert with Pittsford Township's approval next year.
Frontier Road south of Burt Road Culvert has been ordered.
Plan to replace the Tamarack Road east of M-99 Culvert and Bacon Road east of Rumsey Road Culvert next year with the Drain Commission's exemption.
All PASER ratings on paved federal and non-federal aid roads have been completed.
Majority of all ditch and de berm projects have been completed.
Paving is complete.
Ditching on US-127 is complete.
Have a few crews out cold patching every day.
Crews are in satellite garages as of November 17th.
Cleaning up Cole pit with graders.
Will start night shift Sunday.

New Business

PAVEMENT MARKING CONTRACT EXTENSION APPROVED – MICHIGAN PAVEMENT MARKINGS, LLC

#25-153 Mike Parney moved, Kathy Schmitt supported, to approve and sign an agreement with Michigan Pavement Markings LLC to extend their pavement marking bid prices for the 2026 season.

Motion Carried.

BRUSH SPRAY CONTRACT EXTENSION APPROVED – DALTON'S BRUSH SPRAY

#25-154 Mike Parney moved, Mark Kline supported, to approve and sign an agreement with Dalton's Brush Spray to extend their brush spray bid prices for the 2026 season.

Motion Carried.

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APPROVE 2ND AMENDED 2025 BUDGET

- #25-155 Mark Kline moved, Gary Leininger seconded, to approve the 2nd Amended 2025 Budget. Approved 2nd Amended 2025 Budget attached.
Motion Carried.

TENTATIVELY APPROVE THE 2026 BUDGET

- #25-156 Gary Leininger moved, Kathy Schmitt supported, to tentatively approve the 2026 Budget. Tentatively Approved 2026 Budget attached.
Motion Carried.

APPROVE COST SHARE POLICY

- #25-157 Kathy Schmitt moved, Mike Parney supported, to approve the Cost Share Policy. Cost Share Policy attached.
Motion Carried.

APPROVE TO PURCHASE HIGH RANGER

- #25-158 Mark Kline moved, Kathy Schmitt supported, to approve the purchase of a used High Ranger for \$42,908.00 from M&M Equipment Auto Sales, Inc.
Motion Carried.

APPROVE 2026 REGULAR BOARD MEETING DATES

- #25-159 Kathy Schmitt moved, Mark Kline supported, to approve the 2026 Regular Board Meeting Dates. 2026 Regular Board Meeting Dates attached.
Motion Carried.

TABLE PURCHASING POLICY

- #25-160 Kathy Schmitt moved, Mark Kline supported, to table the purchasing policy for a later date to add purchasing used equipment.
Motion Carried.

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PAY INCREASE FOR NON-UNION HOURLY EMPLOYEES

#25-161 Mark Kline moved, Mike Parney supported, to increase pay for non-union hourly employees by \$1.00 per hour.

Yeas: Mark Kline, Mike Parney, Bob Godfrey

Nays: Kathy Schmitt, Gary Leininger

Motion Carried.

TOWNSHIP AGREEMENTS APPROVED

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Hillsdale	Lk Wilson Road – Bacon/Mechanic Sealcoat/Fog Seal	\$31,250.00	\$15,625.00
Woodbridge	Frontier Road – Camden/Burt Culvert Work	\$38,715.00	\$19,357.50

#25-162 Kathy Schmitt moved, Mark Kline supported, that the township agreements be approved and signed.

Motion Carried.

Old Business

Board discussed trimming trees.

Board discussed what was spent on capital assets.

Board discussed road conditions from the Stump Drain detour.

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LIMITED PUBLIC COMMENT

At 10:55 A.M., the chair opened the meeting to limited public comment.

No comment.

Meeting Adjourned 11:05 A.M.

As there was no further business, the chair declared the meeting adjourned at 11:05 a.m.


Chair


Clerk

2026 Hillisdale CRC Tentatively Approved Budget

REVENUES	2026 Tentatively Approved Budget	2025 2nd Amended 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	\$1,651,630.00	\$941,000.00
Federal Aid Buy-Out	50.00	50.00	50.00
Other Federal Sources	50.00	\$52,000.00	50.00
Safety Grant	\$90,200.00	50.00	50.00
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	\$5,369,311.58
MTF - Local	\$3,600,000.00	\$3,549,219.00	\$3,549,219.18
MTF - Primary Urban	\$140,000.00	\$136,508.43	\$136,508.43
MTF - Local Urban	\$46,000.00	\$45,502.00	\$45,502.81
Local Bridge Program	50.00	50.00	50.00
TEDS - Rural Primary (D)	\$252,000.00	\$240,000.00	\$125,191.00
Other State Sources	50.00	50.00	50.00
Local Contributions			
City & Village	50.00	50.00	50.00
Township Contributions	\$1,000,000.00	\$1,400,000.00	\$500,000.00
Charges for Service			
Trunkline Maintenance	\$1,000,000.00	\$1,100,000.00	\$1,000,000.00
Cash/Swage Sales	\$25,000.00	\$33,000.00	\$15,000.00
Other Charges	50.00	50.00	50.00
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	50.00	50.00	50.00
TOTAL REVENUE	\$3,120,400.00	\$4,000,570.00	\$1,794,253.00

EXPENDITURES	2026 Tentatively Approved Budget	2025 2nd Amended Approved Budget	2025 Approved Budget
Preservation/Structural Improvement			
Roads Primary	\$2,500,000.00	\$1,100,000.00	\$1,300,000.00
Roads Local	\$740,000.00	\$750,000.00	\$750,000.00
Bridge Primary	\$150,000.00	\$70,000.00	\$400,000.00
Bridge Local	\$775,000.00	50.00	\$350,000.00
Maintenance			
Roads Primary	\$3,500,000.00	\$2,000,000.00	\$3,400,000.00
Roads Local	\$2,800,000.00	\$5,000,000.00	\$2,500,000.00
Bridge Primary	\$50,000.00	\$31,000.00	\$13,000.00
Bridge Local	\$35,000.00	\$31,000.00	\$15,000.00
Winter Maintenance Primary	\$400,000.00	\$650,000.00	\$600,000.00
Winter Maintenance Local	\$500,000.00	\$625,000.00	\$600,000.00
Traffic Control Primary	\$350,000.00	\$275,000.00	\$200,000.00
Traffic Control Local	\$350,000.00	\$275,000.00	\$150,000.00
Other Expenditures			
Trunkline Maintenance	\$1,000,000.00	\$1,100,000.00	\$1,000,000.00
Administrative - Net	\$1,313,000.00	\$1,313,000.00	\$1,313,000.00
Equipment - Net	\$300,000.00	\$300,000.00	(640,000.00)
Capital Outlay - Net	\$400,000.00	\$200,000.00	\$800,000.00
Debt - Principal Payment	50.00	50.00	50.00
Debt - Interest Payment	50.00	50.00	50.00
Other Expenses	50.00	\$75,000.00	\$50,000.00
TOTAL EXPENDITURES	\$14,223,000.00	\$14,041,000.00	\$12,791,000.00
2026 Tentatively Approved Budget	2025 2nd Amended Approved Budget	2025 Approved Budget	
Beginning Balance	\$4,786,114.00	\$4,786,544.00	\$1,074,428.00
Annual Change	(\$1,102,600.00)	(\$10,430.00)	(\$996,743.00)
Ending Balance	\$3,683,514.00	\$4,776,114.00	\$2,077,685.00
Board Approved	Tentatively Approved 11/26/2025	11/26/2025	10/24/2024

POLICY# 300

COST SHARING POLICY FOR LOCAL ROADS & BRIDGES


Reviewed: November 26, 2025


Effective: November 26, 2025


1. Local paved roads; All contracted work (including materials): 100% Township of actual costs.
(HMA paving, micro-surfacing, pulverization, ditching, gravel, culverts, tree work, etc.) If the Road Commission furnishes direct force labor, equipment, design, construction engineering, or project inspection, it shall be billed as needed, on a per hour basis: **50%** Township, **50%** Road Commission of actual cost. Any additional material used by HCRC crews **100%** Township cost.
2. Paver patching, sealcoating, and fog sealing on existing local blacktop roads: **100%** Township of all material costs, **100%** Road Commission of all labor and equipment costs.
3. Gravel or Limestone patching/resurfacing on gravel roads: **100%** Township of all material cost, **100%** Road Commission of all labor and equipment cost.
4. Gravel road stabilization with brine: **50%** Township **50%** Road Commission of actual cost.
5. Complete De-berming on local roads: **50%** Township **50%** Road Commission of actual cost.
6. Complete Ditching on local roads: **70%** Township, **30%** Road Commission of actual cost.
7. Cross- culvert replacements: sizes from 12" through 36" diameter will be **100%** Road Commission cost. Sizes greater than 36" will be at **50%** Township, **50%** Road Commission actual cost.
8. Critical bridge projects approved by Michigan Department of Transportation:
Bridge/approach construction: **95%** Federal and State funding, **2.5%** Township, and **2.5%** Road Commission.
Design, construction engineering, and any approach work (Labor, Equipment, and Materials) not federally funded: **50%** Township **50%** Road Commission actual cost.
9. Bridge replacements not eligible for critical bridge funds: **50%** Township **50%** Road Commission actual cost.
10. Installation/maintenance of all non-regulatory signs: **100%** Township cost (Labor, Equipment, and Materials).
11. Installation/maintenance of all regulatory signs required per the Michigan Manual for Uniform Traffic Control Devices (MMUTCD) **100%** Road Commission cost.
12. Special assessment projects: **100%** of the construction, materials, design, and construction engineering cost shall be borne by the abutting property owners in the special assessment district to be established and administered by the Township (If the Road Commission furnishes direct force labor, equipment, materials, design, construction engineering, or project inspection, it shall be billed on an as needed, per hour basis: **50%** Township, **50%** Road Commission of actual cost).

Note: Driveway culverts (up to 12" X 24' Residential and 12"x 36' Agricultural) may be replaced as needed, at the sole discretion of the Road Commission at no cost to the Township, larger diameter culverts or longer culverts would be 100% Township/Resident cost.

NOTE: The above cost sharing policy is limited by the amount of funds that the Road Commission has available for matching each year and the ability to schedule and complete work requested by either direct forces or contracted work.


Robert R. Godfrey, Chairman


Gary Leisinger, Vice-Chair


Mike A. Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member



Hillsdale County Road Commission
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Robert Griffis
 Manager

Kathryn Kirkpatrick
 Clerk

SCHEDULE OF 2026 REGULAR BOARD MEETING DATES

Listed below are the scheduled 2026 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 8, 2026
 January 22, 2026

July 9, 2026
 July 23, 2026

February 12, 2026
 February 26, 2026

August 13, 2026
 August 27, 2026

March 12, 2026
 March 26, 2026

September 10, 2026
 September 24, 2026

April 9, 2026
 April 23, 2026

October 8, 2026
 October 22, 2026

May 14, 2026
 May 28, 2026

November 12, 2026
 November 25, 2026 - Wednesday

June 11, 2026
 June 25, 2026

December 10, 2026

HILLSDALE COUNTY ROAD COMMISSION


 BY: Robert Godfrey - Chairman

Robert Godfrey
 Chairman

Gary Leininger
 Vice-Chairman

Kathleen Schmitt
 Member

Michael Parney
 Member

Mark Kline
 Member