

HILLSDALE COUNTY ROAD COMMISSION

February 8, 2024

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, February 8, 2024, at 10:00 a.m. at the road commission office.

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

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

Visitors Present: Doug Ingles, Hillsdale County Commissioner.  
Allan Andrews.  
Bob Eichler.  
Shaun Stukey.  
Don Hobbs.  
Nick Bentley.  
Tracy Tenyck.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

# 24-011 Mike Parney moved, Kathy Schmitt supported, to approve the agenda for February 8, 2024 with 2 additions to the agenda.

Motion Carried.

**APPROVAL OF MINUTES**

#24-012 Mike Parney moved, Mark Kline supported, to approve the minutes for January 26, 2024 for the regular meeting.

Motion carried.

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**CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF**

**#24-013** Kathy Schmitt moved, Gary Leininger seconded, to approve the following:

Bills in the amount of \$210,641.88 and electronic funds transfer in the amount of \$74,120.06 for the total of \$282,761.94 per Regular Accounts Payable Check Register dated 02/08/2024, as authorized by manager and clerk.

Motion Carried.

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

**#24-014** Mark Kline moved, Kathy Schmitt supported, to confirm the following:

Regular payroll in the amount of \$142,006.28 per Payroll Check Registers dated 02/01/2024, as 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	\$ 3,022,836.11
Receipts	\$ 1,038,810.72
Disbursements	(\$ 426,768.22)
Ending Cash & Investments Balance	\$ 3,634,878.61
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 637,452.86)
Ending Available Fund Balance	\$ 2,987,175.75

Note: Outstanding Accounts Payable = \$ 3,331.46

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

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**LIMITED PUBLIC COMMENT**

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

Allan Andrews addressed the board regarding tree trimming, brush removal, and the upcoming mowing season, and the possibility of putting some of those jobs out for bid.

Don Hobbs addressed the board regarding scheduling negotiation meetings for the new contract. He also requested to have a management and employee relations meeting with the board of commissioners.

Bob Eichler complimented the road commission on the work done in Somerset Township. He also addressed the board regarding multiple road conditions and the attendance cost of road commission conferences.

**Manager's Comments**

The manager discussed the response from EGLE regarding the Hog Creek Bridge and Elm Road Bridge projects.

The manager reminded the board about the meeting regarding the water drainage near the airport scheduled on February 23, 2024 at 1:30 P.M.

The manager discussed the progress on generating cost estimates to remove the seasonal designation of Woodbridge Road and to install Amish signage.

The manager discussed scheduling a meeting with Corrigan regarding Brine.

**Old Business**

The manager discussed the progress of the Territorial Road Twin Bridges project.

**New Business**

The board discussed the permit request submitted by Stoneco to add a tunnel underneath Mosherville Road.

The board discussed the condition of Bankers Road and potential repair options.

The board discussed the Beecher Road culvert and the timeline for its replacement.

The chair signed the 2023 Rehmann Robison Engagement Letter to begin the annual audit.

**APPROVE PROPOSED SALARY SCALE FOR SUPERVISORY MANAGEMENT POSITIONS**

**#24-015** Mark Kline moved, Mike Parney supported, to approve the proposed salary scale for management employees in supervisory roles.

Yeas: Robert Godfrey, Gary Leininger, Mike Parney, Mark Kline.

Nays: Kathy Schmitt.

Motion Carried.

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**APPROVE THE SALE OF THE FLOOR SCRUBBER TO THE HILLSDALE COUNTY PARK COMMISSION**

#24-016 Gary Leininger moved, Mike Parney supported, to sell the floor scrubber to the Hillsdale County Park Commission for the amount of \$1.00.

Motion Carried.

**EXTEND COST SHARE POLICY FROM 2023 TO CONTINUE USE FOR 2024**

#24-017 Mark Kline moved, Kathy Schmitt supported, to sign and extend the 2023 cost share policy and continue its use for 2024.

Motion Carried. Copy Attached.

**APPROVE MERS HEALTH CARE SAVINGS PLAN FOR MANAGEMENT**

#24-018 Mike Parney moved, Gary Leininger seconded, to approve the management division's decision to participate in the MERS Health Care Savings Plan and for each person in their division to contribute 1% per pay period.

Motion Carried.

The non-management division elected not to participate in the plan.

**LIMITED PUBLIC COMMENT**

At 10:25 A.M., the chair opened the meeting to limited public comment.

Doug Ingles reminded the board meeting with Lisa Martin is on February 23<sup>rd</sup> at 1:30 P.M.

Bob Eichler addressed the board regarding the salary scales for Road Commission employees, and asked about short-term fix options for paved roads.

Allan Andrews addressed the board regarding the increased traffic on Bankers Road and S. Allen Road due to the MDOT detour at Arkansaw Road.

Tracy Tenyck addressed the board regarding the operation of the new trucks purchased recently.

Nick Bentley addressed the board regarding the quality of communication between the foremans and the crew members.

Shaun Stukey addressed the board regarding the rapport between management and non-management employees. He also requested a management and employee relations meeting with the board of commissioners.

Bob Eichler addressed the board regarding the brush spray application material used and its application process.

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**Meeting Adjourned – 10:45 A.M.**

As there was no further business, the chair declared the meeting adjourned at 10:45 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



## COST SHARING POLICY FOR LOCAL ROAD & BRIDGE PROJECTS


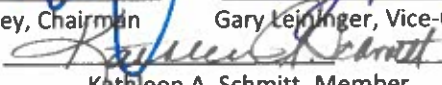

Reviewed: February 8, 2024

Effective: February 28, 2023

1. Asphalt paving & micro-surfacing on local blacktop roads: **100%** township of all contracted work and materials.
  - a. HCRC furnishes our labor and equipment for any In-house work performed by our direct forces.
  - b. Township pays **100%** for all materials used by our direct forces.
2. Reconstruction of local blacktop roads for repaving: (pulverizing, gravel, ditching and culverts, etc.): **60%** township **40%** road commission of actual cost.
3. Paver patching & sealcoating on existing local blacktop roads: **50%** township **50%** road commission of actual cost.
4. Gravel or Limestone patching on gravel roads by HCRC crews: township furnishes all materials at **100%** actual cost, the road commission will load, haul, and spread the selected material at no cost to the township.  
**Note: Road commission will offer light/spot de-berming of gravel roads at no charge if the township agrees to apply the selected materials at a minimum rate of 1000 CYD/mile. Driveway culverts (up to a 12"X24') may be replaced as needed at the sole discretion of the road commission at no cost to the township, larger culverts would be 100% township/resident cost.**
5. All other projects on gravel roads such as ditching & de-berming etc.: **50%** township, **50%** road commission of actual cost.
6. Gravel road stabilization with brine: **50%** township **50%** road commission of actual cost.
7. Cross- culvert replacements: sizes from 12" thru 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 construction and approach construction: **95%** federal and state funding, **2.5%** township, and **2.5%** road commission. Design, construction engineering, and any approach work not federally funded: **50%** township **50%** road commission actual cost. Bridge replacements not eligible for critical bridge funds: **50%** township **50%** road commission actual cost.
9. Installation and maintenance of all non-regulatory signs: **100%** township cost. Installation and maintenance of all regulatory signs required per the Michigan Manual for Uniform Traffic Control Devices (MMUTCD) **100%** road commission cost.
10. Special assessment projects: **100%** of the construction, materials, and design & construction engineering cost shall be borne by the abutting property owners in the special assessment district to be established and administered by the township. The road commission may furnish direct force labor and equipment design and construction engineering at a per hour billed basis as needed.

**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 Leininger, Vice-Chair

  
 Mike Parney, Member
   
 Kathleen A. Schmitt, Member
   
 Mark Kline, Member

**Robert Godfrey**  
Chairman

**Gary Leininger**  
Vice-Chairman

**Kathleen Schmitt**  
Member

**Michael Parney**  
Member

**Mark Kline**  
Member