

HILLSDALE COUNTY ROAD COMMISSION
January 22, 2026
MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, January 22, 2026, 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 Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-010 Kathy Schmitt moved, Mark Kline supported, to approve the agenda, with two additions, for January 22, 2026.

Motion Carried.

APPROVAL OF MINUTES

#26-011 Mark Kline moved, Kathy Schmitt supported, to approve the minutes for January 8, 2026.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-012 Mark Kline moved, Gary Leininger seconded, to approve the following:

Bills in the amount of \$130,856.45 per Regular Accounts Payable Register dated January 22, 2025, as authorized by the manager and clerk.

Motion Carried.

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CONFIRMATION OF PAYROLLS AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-013 Gary Leininger moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$175,011.52 per Payroll Check Register dated January 15, 2025, as authorized by the manager and clerk.

Special payroll in the amount of \$6,322.49 per Payroll Check Register dated January 22, 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	\$ 2,616,814.61
Receipts	\$ 272,455.83
Disbursements	(\$ 312,305.83)
Ending Cash & Investments Balance	\$ 2,576,964.61
Less: CD Reserved for 2 trucks	(\$ 699,184.70)
Ending Available Fund Balance	\$ 1,877,779.91

Note: Outstanding Accounts Payable = \$14,942.30

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.

Doug Inlges stated the 800 megahertz towers are on schedule, 5 ambulance contracts have been signed, and 2B District Court will be moving to 25 Care Drive.

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Manager's Comment

Drivers are out plowing and trying to keep drifts at bay, they are doing great.
Driver clipped a parked car in the City of Hillsdale.
Completed a map of bridge load ratings.
MDOT notified that the Mosherville Road north of Borden Road structure has been awarded.
Southeast District Meeting is Monday.
Discussed road funding.
Organization Chart has been updated and will be posted online.
Discussed Brown Road.
Discussed purchasing new equipment.

Old Business

Board discussed the Hartley Road Bridge.
Board discussed the inventory of vehicles and mileage.
Board discussed the roads at Lake Somerset.

New Business

RESCHEDULE MARCH 26, 2026 BOARD MEETING

#26-014 Gary Leininger moved, Kathy Schmitt supported, to change the regular board meeting scheduled for March 26, 2026, to March 27, 2026.

Motion Carried.

Sign Agreement to Extend the Pavement Marking Contract

The board signed the agreement to extend the Pavement Marking Contract that was approved November 26, 2025 #25-153.

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APPROVE EMULSION TRUCK REPAIR

#26-015 Kathy Schmitt moved, Mark Kline supported, to have AIS Construction Equipment repair the emulsion truck, not to exceed \$30,000.

Motion Carried.

APPROVE RULES, STANDARDS, AND PROCEDURES FOR DRIVEWAYS WITHIN ROAD RIGHT-OF-WAY

#26-016 Mark Kline moved, Kathy Schmitt supported, to approve the Rules, Standards, and Procedures for Driveways within Road Right-of-Way. Copy attached.

Motion Carried.

APPROVE 2025 CERTIFIED MILEAGE MAPS

The current primary and local mileage is as follows:

ROAD SYSTEM	PREVIOUS MILEAGE	MILEAGE REVISIONS	CURRENT MILEAGE
PRIMARY	369.97	0.00	369.97
<u>LOCAL</u>	<u>827.67</u>	- 0.23	<u>827.44</u>
TOTALS	1,197.64	- 0.23	1,197.41

There are no changes to report for the urban area mileage certification.

The mileages are as follows:

ROAD SYSTEM	PREVIOUS MILEAGE	MILEAGE REVISIONS	CURRENT MILEAGE
PRIMARY	8.19	0.00	8.19
<u>LOCAL</u>	<u>15.73</u>	<u>0.00</u>	<u>15.73</u>
TOTALS	23.92	0.00	23.92

#26-017 Gary Leininger moved, Mark Kline supported, to approve the 2025 certified mileage maps.

Motion Carried.

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APPROVE TOWNSHIP CONTRACTS

The following township agreements were presented for board approval.

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Reading	Road Stabilization – 34 Miles 2 applications	\$ 40,800.00	\$ 20,400.00
	Spot Limestone Patch 1,500T - Various Roads	\$109,125.00	\$ 64,125.00
	Lilac Rd – M-49/Gilmore Rd Paver patch, sealcoat, fog seal, shoulder gravel	\$148,650.00	\$ 90,900.00
	Abbott Rd – Crawford-Reading Paver patch, sealcoat, fog seal, shoulder gravel	\$146,550.00	\$ 89,275.00
Hillsdale	Road Stabilization – 3 Miles 2 applications	\$ 3,600.00	\$ 1,800.00
	Spot Gravel Patch 750T -Various Roads	\$ 26,250.00	\$ 11,250.00
	Lake Wilson Rd – Bankers-Hallett Paver patch, sealcoat, fog seal, shoulder gravel	\$ 66,150.00	\$ 41,100.00
	Hallett Rd – Bunn Rd-Lk Willson Paver patch, sealcoat, fog seal, shoulder gravel	\$ 69,350.00	\$ 42,300.00
Litchfield	Road Stabilization – 35 Miles 1 application	\$ 21,000.00	\$ 10,500.00

#26-018 Mark Kline moved, Kathy Schmitt supported, that the township agreements, contingent on prioritization, be approved and signed.

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LIMITED PUBLIC COMMENT

At 11:10 A.M., the chair opened the meeting to limited public comment.

Doug Ingles commented on the positive comments on facebook regarding winter maintenance.

Meeting Adjourned 11:23 A.M.

As there was no further business, the chair declared the meeting adjourned at 11:23 A.M.


Chair


Clerk

Hillsdale County Road Commission

**RULES, STANDARDS, AND PROCEDURES FOR DRIVEWAYS
WITHIN ROAD RIGHT-OF-WAY**

Enacted: November 18, 1988

Revised: January 22, 2026

Procedure

The following rules, standards, and procedures for driveways within the right-of-way of county roads and streets under the jurisdiction of the Hillsdale County Road Commission (HCRC) is adopted in compliance with sections 247.321 through 247.329 of the Michigan Compiled Laws. Permits are required from the road commission whenever a new driveway is installed or an existing driveway is either relocated, surfaced with concrete or asphalt, or resurfaced with concrete or asphalt.

The property owner shall obtain a new permit from the road commission when a change or expansion of the use of property abutting a highway occurs, such as a change from field to residential or residential to commercial use, an expansion of an existing use or a change in the type of commercial operation on the property. A change in the use of the property may require a change in the number, design or location of the driveways that serve the property.

The permit process can be initiated by accessing the permit application on our website www.hillsdalecrrc.org, phoning our office, or stopping in to road commission office. The applicant must sign the permit application form and pay the permit fee listed below before processing will begin by the road commission. Accepted payment methods are cash or check only. The HCRC will then inspect the location and issue the permit if all conditions contained herein are met. Potential driveway sites/locations shall be marked (painted stakes will be furnished by road commission) prior to HCRC investigating.

Permit & Inspection Fee Schedule

Driveway	Permit Fee	Inspection Fee
Field Drive	\$ 55.00 each	None
Residential Drive	\$ 55.00 each	None
Commercial Drive **	\$ 220.00 each	Cost
Private Road Approach	\$ 220.00 each	Cost
Upgrading Residential (Concrete/HMA)	\$ 44.00 each	None
Determination of accessibility for property splits	\$ 55.00 per access	None

**** Commercial driveways for oil wells and wind turbines: \$2,000 cash bond must be posted per site to cover damages to roads or roadsides.**

Permit fees are not refundable.

Rules & Standards

1. Minimum driveway width shall be: *Residential & Field* -20 feet wide. *Commercial* - 28 feet wide. The width for both of the above shall be measured at the road right of way. See item 4 for minimum culvert sizes.
2. All driveways shall be surfaced with processed road gravel or better within the road right-of-way, with the exception of field drives, which may be sod.
3. A driveway shall be constructed so that it does not adversely affect the highway drainage. The HCRC will determine if a culvert is needed for ditch drainage and the proper size thereof. Any necessary ditching in the immediate vicinity of the driveway shall be performed by the road commission prior to installation of the culvert at no charge to the property owner. In cases where a culvert is necessary, it shall be installed by the owner or his contractor and can be purchased from the road commission. Payment must be made at the time of pick-up. Cash or Check Only.
4. Minimum culvert size allowed is: *Residential & Field* - 12" diameter x 24' in length. *Commercial* - 12" diameter x 30' in length.
5. For *residential and field* driveways, the following types of culverts will be allowed: corrugated steel pipe, corrugated aluminum pipe, smooth-lined corrugated plastic pipe that meets AASHTO M294 specs (field tile not allowed), or welded bottle gas tank tubes of 12" diameter or larger. For *commercial* driveways, only corrugated steel pipe will be allowed.
6. No USED pipe or culvert will be allowed except for field drives.
7. Special attention shall be used when bedding the pipes or culverts to prevent smashing when traffic passes over. A minimum of 1' of cover is desirable.
8. NO STRUCTURES OR HEADWALLS will be allowed over or around the pipes or culverts, or within the road right-of-way. Small stones (up to 6" size) or sloped concrete may be used for erosion control at pipe/culvert ends. Commercial driveways may require concrete curbing at the radii and to post bond to guarantee construction at the discretion of the road commission.
9. If in the future the driveway culvert collapses, the road commission will only replace those culverts that are constructed with corrugated steel pipe. It shall be the owner's responsibility to replace all other collapsed or damaged pipes.
10. Driveway culvert extensions of 10' in length or less will not be required to have a permit for the first extension. Extensions over 10' in length or subsequent extensions will require a driveway permit.

11. Driveways shall be so graded as to follow road shoulder slope to existing ditch line, then proceed up-grade or down-grade to prevent water from running onto roadway.
12. Sight distance shall be checked by road commission personnel at each driveway location at a point 10' off edge of roadway at the posted speed limit to assure the minimum sight distance according to the following table.

<u>Speed Limit (MPH)</u>	<u>Min. Sight Distance Required (Feet)</u>	<u>Eye Height</u>	<u>Object Height</u>
55	575'	3.5'	3.5'
50	520'	3.5'	3.5'
45	465'	3.5'	3.5'
40	415'	3.5'	3.5'
35	365'	3.5'	3.5'
30	315'	3.5'	3.5'
25	260'	3.5'	3.5'

* Gravel roads will have an assumed speed of 45 miles per hour for evaluation of sight distance.

13. Unsafe driveway locations that do not meet the sight distance standards in table 12 will be denied, and an approved permit will not be issued for same. The HCRC will work with the applicant to suggest moving the proposed driveway to a location that meets sight distance standards. If such a location is not available, HCRC cannot restrict access to private property. In this case, a property owner is allowed to construct a driveway in the safest location available, but will receive a denied permit from the road commission. HCRC shall have authority to remove any unsafe driveway that poses a serious traffic hazard and/or those not permitted.
14. Applicants shall assume any and all responsibility and liability for driveways, and the use thereof.

Field Inspection

Inspection during construction will be provided only when in the road commission's judgement it is necessary. Inspection charges will be billed on a monthly basis using an itemized statement. Regular work hours are shown below. Inspection at any other times will be billed at overtime rate. A twenty-four (24) hour notice shall be required for field inspection by the road commission prior to starting any work within the right-of-way.

Office Hours

Winter: Monday – Friday 7:00 a.m. to 3:00 p.m.

Summer: Monday – Thursday 6:00 a.m. to 4:00 p.m.

Closed on holidays observed by the road commission

Phone: (517) 437-4458

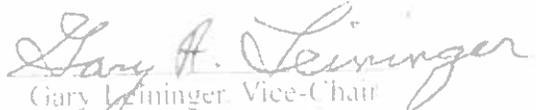
Permits will not be processed at any other times. Permit fees are not refundable.

Adoption

The above rules, standards, and procedures for driveways are adopted in accordance with MCL 247.325 by the Board of County Road Commissioners at their regular meeting held on January 22, 2026. Ordered to take immediate effect.

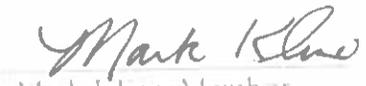
BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF HILLSDALE


Robert R. Godfrey, Chairman


Gary Leiminger, Vice-Chair


Mike A. Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member