

Work Session of the Board of County Road Commissioners for the County of St. Joseph, State of Michigan, was held in the Board Room at the St. Joseph County Road Commission, 20914 M-86, Centreville, Michigan with Chairman Shafer calling the meeting to order at 8:00 am.

The Chairman of the Board called the meeting to order and the pledge of allegiance to the American Flag was given.

Present: Chairman Eric Shafer, Commissioner Vince Mifsud, Commissioner John Bippus and Clerk of the Board Brittany Hinn

Absent: Vice Chairman Rodney Chupp, Commissioner David Miars,

Staff Members Present: John Lindsey, Managing Director
Garrett Myland, Assistant Manager / PE
Sarah Linn, Human Resources and Payroll Clerk
Nate Taylor, Director of Fleet and Facilities

Visitors: Robert Tomilson, Three Rivers Commercial
Bob Fenwick, Three Rivers
Kathy Roberts, Three Rivers

Citizens Comments:

Bob Fenwick: I am just here to observe. I applied for the open position on the board. I have lived in St. Joe County for 66 years. My wife is the treasurer for Park Township for the last 24 years.

Kathy Roberts: I'm here to enjoy what is going to happen this morning. Thank you.

Motion by Commissioner Mifsud seconded by Commissioner Bippus to approve the agenda of December 3, 2025 and the Minutes of November 19, 2025, Board Meeting.

Motion carried.

MOTION

Motion by Commissioner Mifsud seconded by Commissioner Bippus to approve the revised Equal Employment Opportunity Plan of the St. Joseph County Road Commission dated December 2025.

Motion carried.

MOTION

Motion by Commissioner Mifsud seconded by Commissioner Bippus to approve the revised Procedures Control Summary of the St. Joseph County Road Commission dated December 2025.

Motion carried.

CERTIFIED RESOLUTION

Motion by Commissioner Bippus seconded by Commissioner Mifsud pursuant to the ROW Permit Application Terms and Conditions approved on December 6, 2023 as follows:

- Item #3 Bond or Escrow: The Permit Holder shall provide either a Performance Bond in the amount of \$20,000.00 (Twenty-thousand dollars) or a cash escrow deposit of \$500.00 (per bore) to the SJCRC at the time the permit is applied for should a road bore be required. This escrow is

refundable providing the applicant/contractor notifies the road commission to inspect the road bore 48 business hours prior to closing it up.

- Item #4 Escrow Forfeiture: If any rule/term in this document is not abided, the permit holder is deemed to be in non-compliance. In the case of non-compliance by any permit holder who has made an escrow deposit for a road bore and is deemed to be in non-compliance by SJCRC staff, the entire escrow deposit shall be forfeited and not returned to the issuing person or organization.
- Item #7 Notification of Start and Completion of Work: The Permit Holder must notify the Road Commission at least 48 hours **before starting work, before backfilling begins and when work is completed**, and additionally as directed by the SJCRC.

Based on the above, all Permit Applications on file for the year of 2022 totaling \$4,500 which have failed to follow the above Terms and Conditions shall be forfeited to St. Joseph County Road Commission.

A roll call vote was taken:

Aye Votes Cast: Bippus, Mifsud, Shaffer

Nays: None Absent: Chupp, Miars Abstained: None Motion carried.

CERTIFIED RESOLUTION

Motion by Commissioner Bippus supported by Commissioner Mifsud that effective December 3, 2025 Garrett Myland, Managing Director and Brittany Hinn, Director Administration and Finance, have permission to access and view only, the Century Bank Accounts held by the St. Joseph County Road Commission and that access previously granted to John W Lindsey and Julie A Mayuiers be removed from the Century Bank Accounts held by the St. Joseph County Road Commission.

A roll call vote was taken:

Aye votes cast: Bippus, Mifsud, Shafer

Nay votes cast: None Abstained: None Absent: Chupp, Miars Motion carried.

MOTION

Motion by Commissioner Mifsud supported by Commissioner Bippus to remove John W Lindsey, Managing Director as an authorized signature on all Sturgis Bank Accounts effective January 31, 2026 and replace with Garrett Myland, Managing Director added as an authorized signature.

A roll call vote was taken:

Aye votes cast: Bippus, Mifsud, Shafer

Nay votes cast: None Abstained: None Absent: Chupp, Miars Motion carried.

CERTIFIED RESOLUTION

Motion by Commissioner Mifsud seconded by Commissioner Bippus to award Bit-Mat Products the contract for liquid asphalt prices for 2026 construction season as follows:

2026 Bid prices awarded:

Bit-Mat Products	MSOP Prime Oil	\$1.62/Gal Delivered*
	HFRS-2	No bid/Gal Delivered*
	Alternate HRFS-2	\$2.091/Gal Delivered*
	CSR2	No bid/Gal Delivered*
	Alternate CSR2	\$2.091/Gal Delivered*
	BM-90	No Bid/Gal Delivered*
	Chiploc (Fogseal)	\$1.62/Gal Delivered*

Roll Call Vote: Ayes: Bippus, Mifsud, Shafer
Abstained: None Absent: Chupp, Miars

Nayes: None

Motion carried.

RESOLUTION

Motion by Commissioner Mifsud seconded by Commissioner Bippus that Eric Shafer, Chairman; Vincent Mifsud, Member; John Bippus, Member, Members of the Board, authorize John Lindsey, Managing Director to sign documents and represent the best interest of the road commission with the following sale of land following the St. Joseph County Road Commission Board approval on December 3, 2025 in the amount of \$300,000.00 (Three hundred thousand and 00/dollars):

Tax Description :

THAT PT S 1/2 NE 1/4 LYING SELY OF MCRR R/W EXC S 391.5 FT ALSO S 391.5 FT OF W 1221 FT OF NE 1/4 ALSO THAT PT OF NE 1/4BEG 2479.5 FT E FROM CEN SEC TH NWLY TO PT 2227.5 FT E FROM CEN SEC TH E TO E SEC LN TH SWLY TO POB SEC 12 T5S R9W. 60.24 A.

Roll Call Vote Ayes: Bippus, Mifsud, Shafer
Absent: Chupp, Miars Abstained: None

Nays: None

Motion carried.

Citizens Comments:

Kathy Roberts: Well, I am going to be the first one to make public comment today. I don't do Facebook and things like that. I really appreciate how you are functioning. You are on top of things, and you work things out. I have always been a resident of St. Joseph County. To look out and see how the roads are being taken care of. I have always been proud of the road commission for taking care of the road. On my way over here this morning it was a little slippery, but I know how to drive on slippery road. Thank you again, I am really impressed. I appreciate how you manage the money and how you look out for the county. I am sad to see some of you leaving, even if you don't know me personally.

Commissioners Comments:

John: I really like the format of this meeting. We get information directly from the department heads. I really appreciate it; we get lots of detail and we know what is going on.

Vince: Good job over the weekend. The first big snow of the year, kudos to everyone.

Eric: **THANK YOU** to Nate and the staff for the work over the last week. I appreciate the report and the hard work. Thank you.

Meeting adjourned at 9: 28 a.m.

Eric B Shafer, Chairman

Brittany Hinn, Clerk of the Board
