

HILLSDALE COUNTY ROAD COMMISSION

February 13, 2025

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, February 13, 2025, at 10:00 a.m. at the road commission office.

Members Present: Bob Godfrey, Gary Leininger, Mike Parney, and Kathy Schmitt.

Members Absent: Mark Kline.

Staff Present: Kevin Sanders, Superintendent.
Kathryn Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.
Mary Meints.

Pledge of Allegiance

Approval of Agenda

Having reviewed the agenda for February 13, 2025, regular meeting, there were two additions. The chair declared the agenda to stand approved as presented with two additions.

APPROVAL OF MINUTES

#25-012 Kathy Schmitt moved, Gary Leininger seconded, to approve the minutes for January 23, 2025, for the regular meeting.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-013 Kathy Schmitt moved, Mike Parney supported, to approve the following:

Bills in the amount of \$239,002.87 and electronic funds transfer in the amount of \$116,804.84 for a total of \$355,807.71 per Regular Accounts Payable Check Register dated February 6, 2025, as authorized by the manager and clerk.

Motion Carried.

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CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#25-014 Kathy Schmitt moved, Mike Parney supported, to confirm the following:

Regular payroll in the amount of \$118,809.27 per Payroll Check Register dated January 30, 2025, as authorized by the manager and clerk.

Regular payroll in the amount of \$124,838.44 per Payroll Check Register dated February 13, 2025, as authorized by the clerk and accounts payable clerk.

Motion Carried.

TREASURER'S REPORT PRESENTED

The treasurer's report was presented by the clerk as follows:

Beginning Balance-Cash & Investments	\$ 2,212,989.12
Receipts	\$ 1,050,191.80
Disbursements	(\$ 599,455.42)
Ending Cash & Investments Balance	\$ 2,663,725.50
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 670,647.03)
Ending Available Fund Balance	\$ 1,982,828.47

Note: Outstanding Accounts Payable = \$-3,092.05

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.

Mary Meints addressed the board regarding township meetings, mowing and berms on the roads.

Superintendent's Comment

Crews have been cutting trees, cold patching and scraping and treating roads.

Two new trucks are here with the attachments.

The culvert for Territorial Rd east of Bird Lake Rd has been ordered.

Frost laws are projected to be put in place around February 24th, along with the surrounding counties.

Corrigan stated brining can be started earlier this year.

Corrigan is going to fill the brine tank here at the office.

All additional requested information from township meetings has been completed and emailed to the townships.

2024 Federal Aid Project, Camden Rd between Pittsford and Tripp, preconstruction meeting is scheduled for February 25, 2025, at 1:00p.m.

2025 Federal Aid Projects proposal has been sent to MDOT with bid letting April 4, 2025.

2026 Small Urban Project meeting will be at the HCRC on February 18, 2025, at 10:00 a.m.

Soil Erosion and Sediment Control Audit has been completed, EGLE is reviewing the information and will be in touch to schedule an in person meeting to review the information.

Old Business

Board discussed the Elm Rd bridge replacement.

Board discussed cold patching.

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New Business

TOWNSHIP AGREEMENTS APPROVED

The following township agreements were presented for board approval:

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Somerset	Limestone Patch – 750 Tons Various Gravel Roads	\$ 34,875.00	\$ 21,375.00
	Road Stabilization – 45 Miles 1 Application	\$ 27,000.00	\$ 13,500.00

#25-015 Gary Leininger moved, Mike Parney supported, that the township agreements, contingent on prioritization, be approved and signed.
Motion Carried.

APPROVE 2025 ESTA POLICY

#25-016 Gary Leininger moved, Mike Parney supported, approve the 2025 ESTA Policy. See attached.
Motion Carried.

LIMITED PUBLIC COMMENT

At 10:47 A.M., the chair opened the meeting to limited public comment.

No comment.

Meeting Adjourned 10:54 A.M.

As there was no further business, the chair declared the meeting adjourned at 10:54 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

POLICY# 100

EARNED SICK TIME POLICY (ESTA)

The Hillsdale County Road Commission (“Road Commission”) provides earned sick time to eligible employees in accordance with statutory requirements and as detailed in the policy below.

Section 1 - Eligible Employees

All employees who work for compensation, including part-time and temporary employees, are eligible for earned sick time. An employee’s eligibility for earned sick time is in concert with and not in conflict with their eligibility for any other form of paid leave provided by the Road Commission, whether such leave is provided under a Road Commission policy or a collective bargaining agreement. In cases where more than one type of paid time off is available for the same reason, the employee may choose which type of paid time off to submit, subject to the provisions that apply under the applicable policy or collective bargaining agreement.

When an employee uses earned sick time for a reason also covered under the Family and Medical Leave Act, earned sick time will run concurrently with family and medical leave.

Section 2 – Accrual of Earned Sick Time

Eligible employees shall accrue one (1) hour of paid earned sick time for every thirty (30) hours worked. A year for purposes of the employee’s earned sick time accrual is the calendar year.

Earned sick time shall accrue from the date of hire or February 21, 2025, whichever is later.

Section 3 – Paid Sick Leave Usage

Eligible employees are entitled to use their accrued earned sick time beginning 90 days after the start of their employment. The Road Commission requires employees to use earned sick time in increments of ¼ hours, consistent with the Road Commission’s payroll system and practices.

Robert Godfrey
Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kline
Member



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Section 4 – Carryover of Accrued Earned Sick Time

Earned sick time shall carry over from year to year, but an employee is not permitted to use more than 72 hours of paid earned sick time per year.

If an employee separates from employment with the Road Commission, they will not receive any financial or other reimbursement for accrued earned sick time that was not used upon the employee's termination, resignation, retirement, or other separation from employment. If an employee separates from the Road Commission and is rehired within six (6) months of the separation, the Road Commission shall reinstate previously accrued, unused earned sick time and shall permit the reinstated employee to use that earned sick time and accrue additional earned sick time upon reinstatement.

Section 5 – Authorized Uses of Earned Sick Time

Earned sick time may be used to provide paid time off for the following purposes:

- A. An employee's:
 1. Mental or physical illness, injury, or health condition.
 2. The need for medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition; or,
 3. The need for preventative medical care.
- B. An employee's care of a family member:
 1. With a mental or physical illness, injury, or health condition.
 2. Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or,
 3. Who needs preventative medical care.
- C. An employee's absence due to domestic violence or sexual assault of the employee or employee's family member, provided the absence is to:
 1. Seek medical care or psychological or other counseling for physical or psychological injury or disability.
 2. Obtain services from a victim services organization.
 3. Relocate due to domestic violence or sexual assault.
 4. Obtain legal services; or,
 5. Participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

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- D. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- E. Closure of the Road Commission or the employee's child's school or place of care by order of a public official due to a public health emergency.
- F. If it has been determined by a health care provider or the health authorities having jurisdiction that the employee's or employee's family member's presence in the community would jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Section 6 – Qualifying Family Members

For the use of earned sick time for an employee's family member, family member is defined as a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; and any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Section 7 – Reasonable Notice of Earned Sick Time

All use of sick time must be approved by the employee's supervisor.

If the need to use earned sick time is foreseeable, the employee shall provide advance notice, seven (7) days prior to the date the earned sick time is to begin, of the intention to use the earned sick time. If the need is not foreseeable, the employee must give notice as soon as practicable.

Section 8 – Documentation

When an employee uses earned sick time for more than three (3) consecutive scheduled workdays, documentation may be required as described below:

1. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation.
2. In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation:

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- a. A police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault.
- b. A signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or,
- c. A court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault.

When providing documentation in support of a request to use earned sick time, employees are not required to provide documentation that explains the nature of the illness or the details of the violence.

Section 9 – Retaliation Prohibited

An employee may not be disciplined or in any way retaliated against because the employee has used or attempted to use earned sick time under this policy. The use of earned sick time cannot be counted as an absence that may result in adverse action under an attendance policy or point system. The Road Commission will not threaten, discharge, suspend, demote, reduce hours, or take any other adverse action against any employee solely for the exercise of their rights, nor interfere with or punish any employee for participation in an investigation, proceeding, or hearing under the Earned Sick Time Act or this policy.

Adopted: 2/13/2025

Robert Godfrey
Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kline
Member