

HILLSDALE COUNTY ROAD COMMISSION

November 14, 2024

MINUTES

Meeting was called to order by the Chair, Bob Godfrey, on Thursday, November 14, 2024, at 10:00 a.m. at the road commission office.

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

Staff Present: Robert Griffis, Manager.
Kathryn Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.
Linda Burcewicz.
Kathy Mikolajczyk.
Allan Andrews.
Ken Todd.
David Payn.
Jennifer Wortz.

Pledge of Allegiance

Approval of Agenda

Having reviewed the agenda for November 14, 2024, regular meeting, there were two additions. The chair declared the agenda to stand approved as presented with two additions.

Approval of Minutes

Having reviewed the minutes for October 24, 2024, there were no additions, deletions or corrections noted. The chair declared the minutes to stand approved as presented.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#24-143 Gary Leininger moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$337,554.29 per Regular Accounts Payable Register dated October 31, 2024, as authorized by the office manager and clerk.

Motion Carried.

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#24-144 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$438,472.35 and electronic funds transfer in the amount of \$80,828.91 for a total of \$519,301.26 per Regular Accounts Payable Register dated November 14, 2024, as authorized by the office manager and clerk.

Motion Carried.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#24-145 Mike Parney moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$124,073.23 per Payroll Check Register dated 11/07/2024, 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	\$ 1,959,051.37
Receipts	\$ 794,863.84
Disbursements	(\$ 980,928.78)
Ending Cash & Investments Balance	\$ 1,772,986.43
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 662,511.16)
Ending Available Fund Balance	\$ 1,100,225.27

Note: Outstanding Accounts Payable = \$-1,472.78

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

LIMITED PUBLIC COMMENT

At 10:14 A.M., the chair opened the meeting to limited public comment.

Allan Andrews addressed the board regarding ARPA Fund deadlines and the road projects.

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Old Business

APPROVE REVISED COST SHARE POLICY FOR 2025

#24-146 Mike Parney moved, Kathy Schmitt supported, to approve the revised Cost Share Policy. See attachment.

Motion Carried.

Former Request for Raises for Road Commissioners Base Pay

County Commissioners requested that the Road Commissioners submit a formal request for a raise to their base pay. Tabled for the next board meeting.

Manager's Comment

The second round of mowing is complete.

Hauling gravel to US-12 for shoulders.

Cross tubes and limestone on Chief St. in Reading Twp is complete.

Fowler Road is done other than seeding.

Genesee Road is almost done with gravel, just waiting to hear back from the Township.

Crack seal is done for the year, the machine is empty and cleaned out. Next year we are hoping to start sooner and do more.

The intersection of Bunn Road and Mechanic Road has been repaved.

Paver patch on Ridge Drive in Reading Twp is done.

Paved cross tube on Rusdic Drive in Reading Twp.

Started shoulders on North Adams Road and will try to get to Jonesville Road next.

Most trucks have been switched to winter maintenance.

With the spots on Bunn Road that need redone, the intent is to re-chip seal Bunn Road and the intersection of Bunn Road and Mechanic Road.

County wide pavement markings are complete.

Still working with Patricia to complete hydraulic study for the Elm Road Bridge.

Buckeye Road west of Bird Lake Road Culvert and Somerset north of Stewart Road Structure have been submitted to EGLE for review.

Permit for Territorial Road east of Bird Lake Road Culvert has been approved and plan to replace it in the spring.

2024 Safety Project should be completed by the end of the week.

2025 Federal Aid Projects are still on track to submit to MDOT.

2026 Small Urban Project was awarded to HCRC and is a 2" overlay.

HCRC did not get selected for any bridges for the 2027 Critical Bridge Funding.

HCRC Gear order forms are due Monday and they are at the employee's expense.

There is an issue with earthwork that was done in the right of way on Cellars Road and E. Diane Drive.

There is an issue with a drive going across E. Diane Drive that was done without a permit and the road is damaged.

Michigan Paving is closing 11/28/2024 for the season.

HILLSDALE COUNTY ROAD COMMISSION

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Addressed numbering the HCRC policies.

New Business

APPROVE THE DRUG AND ALCOHOL TESTING POLICY

#24-147 Kathy Schmitt moved, Mark Kline supported, to approve the Drug and Alcohol Testing Policy. See attached.

Motion Carried.

Signed Extension For Guardrail Brush Control and Roadside Brush and Weed Control

Board signed the agreement with The Dalton's Inc to Extend the Guardrail Brush and Weed Control, at the cost of \$820.80 of brush guardrail spraying and \$51,000 for roadside brush and weed control.

Employee Christmas Luncheon

Christmas Luncheon with employees and retirees is scheduled for December 13, 2024 at noon.

Road Commission Board and Road Manager Discussed Purchasing Hams

Hillsdale County Road Commission Board and Road Manager discussed and agreed to purchase hams for the employees and retirees that attend the Christmas Luncheon.

LIMITED PUBLIC COMMENT

At 11:21 P. M., the chair opened the meeting to limited public comment.

Linda Burcewicz addressed the board regarding Territorial Road east of M-99 and bridge construction in the Spring.

Ken Todd addressed the board regarding dates for township meetings in January and bridges with reduced weight limits.

David Payn addressed the board regarding the Cost Share Policy, ditching and deberming on Cronk Road, and maintaining the road that have been worked on.

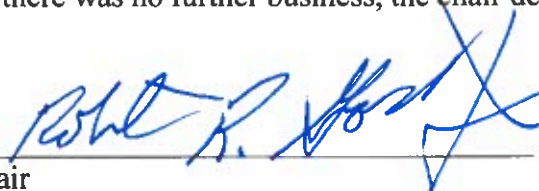
Jennifer Wortz addressed the board regarding road funding and stated she is the new State Representative for our district.

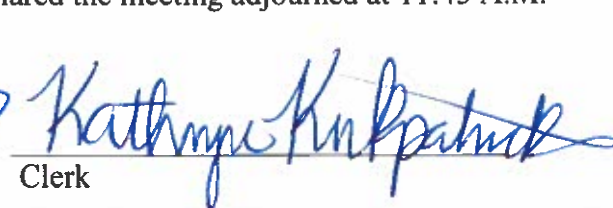
Allan Andrews addressed the board thanking them and the staff for the work being done.

HILLSDALE COUNTY ROAD COMMISSION
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Meeting Adjourned 11:45 A.M.

As there was no further business, the chair declared the meeting adjourned at 11:45 A.M.


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

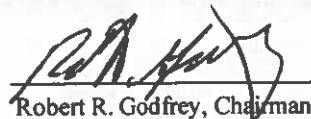
COST SHARING POLICY FOR LOCAL ROAD & BRIDGE PROJECTS

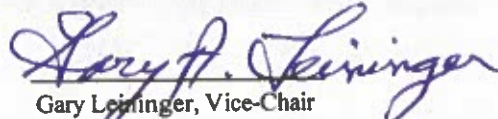
Revised: November 14, 2024

Effective: November 14, 2024

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 and 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 Materials 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 materials: 100% township cost, hauling and spreading of material, 100% road commission cost.
Note: Driveway culverts (up to a 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.
4. Gravel road stabilization with brine: 50% township 50% road commission of actual cost.
5. Complete Ditching on local roads: 70% township, 30% road commission of actual cost.
6. Complete De-berming on local roads: 50% township 50% 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 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 (If the road commission furnishes direct force labor, equipment, design and construction engineering, or project inspection, it shall be billed as needed, on a per hour basis: 50% township, 50% road commission of actual 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. Overhead, Handling, and Established Fringe Benefit Rate will be applied to all materials and any work performed.


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



DRUG AND ALCOHOL TESTING POLICY

Effective: November 14, 2024

Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety and well-being of the individual user and all of our employees, it can also endanger the safety of the general public, jeopardize the safety of our roads and highways and cause serious accidents and casualties. In view of these problems, the HCRC wants to clearly state its policy to accurately detect and deter the use of drugs and alcohol in our transportation and work environment, either through testing, cessation of use, or termination of employment. This Policy is intended to comply with the United States Department of Transportation (DOT) regulations regarding drug and alcohol testing.

I. DEFINITIONS:

- A. **"Alcohol"** means any alcohol or intoxicating liquid containing alcohol or other fermented or distilled liquors.
- B. **"Commercial Vehicle"** means any self-propelled or towed vehicle used on public highways to transport passengers or property, wherein the vehicle has a gross vehicle weight rating or gross combination weight rating of twenty six thousand one (26,001) or more pounds, the vehicle is designed to transport more than sixteen (16) passengers, including the driver, or the vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued under the Hazardous Materials Transportation Act, or any Employer vehicle or equipment.
- C. **"Controlled Substance Abuse"** includes using a prescribed drug for purposes other than those for which the drug was prescribed or not in the prescribed manner.
- D. **"Driver"** means an employee who is required to maintain a Commercial Drivers License (CDL) by the HCRC whether the law or their position requires a Commercial Drivers License (CDL) or not.
- E. **"Premises"** includes, but is not limited to, all property, whether owned or leased or used by the HCRC. This Policy also includes any other locations or modes of work or transportation to and from those locations and/or while in the course and scope of employment.
- F. **"Prohibited Substances"** means drugs and controlled substances, the possession or use of which is unlawful, pursuant to the laws of any country and Federal, State, and local laws and regulations in the United States, including those listed in Schedule I (21 CFR Part 1308) or identified in Appendix D of the Federal Motor Carrier Safety Regulations. Examples include street drugs such as cocaine, heroin, marijuana (even if prescribed by a physician), and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are also considered to be "prohibited substances."
- G. **"Reasonable Suspicion"** is the observation of aberrant or unusual on-duty behavior of an individual employee which:
 - a. is observed on-duty by the employee's immediate supervisor or higher-ranking employee who, through training or experience, can recognize the symptoms of drug abuse, impairment or intoxication (which observations shall be documented by the observers); and

- F. Refuse to provide a specimen when required under this policy.
- G. Fail to inform appropriate HCRC officials of a reportable accident as soon as possible.
- H. Use alcohol or other prohibited substances within eight (8) hours of a reportable accident or until:
 - a. The employee has been drug and alcohol tested, or
 - b. The employee's conduct has been discounted as a contributing factor in the accident and will not be required to provide a specimen.
- I. Distribute prohibited substances to any other employee while on HCRC'S Premises.

III. MANDATORY TESTING AND POLICY ENFORCEMENT

Employees are informed, advised and reminded that HCRC employees perform safety sensitive work, and that the Policy is for the protection of the entire work force. Therefore, employees should have no expectation of privacy while on the HCRC'S time, when operating a motor vehicle or other vehicle or equipment for HCRC business, while representing or conducting business on behalf of HCRC and/or on HCRC'S premises.

The following procedures will be employed to assure compliance with this policy.

- A. **Testing.** Employees are required to submit to drug and alcohol testing under the following circumstances:
 - a. After receiving a conditional offer of employment.
 - b. Where HCRC has reasonable suspicion to believe that an employee is under the influence of a prohibited substance or alcohol while on duty, while on HCRC'S Premises or while operating a vehicle or other equipment for HCRC business.
 - c. As part of biennial physical where required by law.
 - d. As part of a transfer/promotion to a position which requires possession of a Commercial Driver's License.
 - e. As part of a random selection process.
 - f. Follow-up testing as required by the rules of the Department of Transportation (the employee is responsible for the cost of follow-up testing); and
 - g. Following a reportable accident/incident.
 - h. Upon returning to work after an absence of thirty (30) calendar days or more due to layoff or leave of absence (other than FMLA leave unless

laboratory fees.

IV. PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

Before any drug test is given, the employee or prospective employee may note the use of any prescription or non-prescription medications. The laboratory procedures will report the significant presence of all prescription and non-prescription drugs.

Any employee using a medication which their physician has advised the employee the use of such medication may affect the employee's ability to safely operate a motor vehicle, or the employee's ability to otherwise perform the duties of their position, shall promptly notify the Employer that they are currently using such medication.

The presence in the body of over-the-counter or prescribed drugs lawfully obtained with a prescription and taken in the appropriate manner, **other than marijuana**, will not be grounds for disciplinary action, so long as the employee discloses the lawful use of those drugs to the medical clinic, physician's office, or hospital designated by HCRC before a drug test is administered and the use of the drugs does not impair the employee's judgment, ability, or performance while at work. For prescribed drugs, "taken in the appropriate manner" means that a physician prescribed the drug for the employee and that the employee used the drug according to the prescribed dosage and frequency of use. **Employees are strictly prohibited from using, having in their bodily system or being under the influence of marijuana, regardless of a prescription.**

V. SELF-REFERRAL FOR TREATMENT

HCRC recognizes that an employee who is unfit for duty due to drug or alcohol abuse is a safety risk to themselves, their fellow employees and the motoring public. Consequently, HCRC believes strongly in the concept of zero tolerance regarding substance abuse in the workplace. To this end, HCRC seeks to deter substance abuse through the implementation of this Policy. However, HCRC encourages its employees, who may have substance abuse problems, to voluntarily refer themselves to treatment programs. Said self-referral must occur prior to selection for testing, or identification of a positive result.

An employee who initiates their own treatment shall be exempt from the penalties of this Policy, subject to the terms and conditions set forth herein.

In order to be exempt, the employee's self-referral must occur prior to any HCRC initiated testing. The Self-Referral declaration by an employee at the time of testing shall not be allowed as an exemption from the implementation of discipline under this Policy.

An employee who has referred themselves for treatment shall be required to successfully complete a substance abuse rehabilitation program that includes a return-to-work drug and alcohol test prior to their return to work. In the event an employee tests negative, s/he will be allowed to return to work. If s/he tests positive, the employee must successfully complete a HCRC-approved substance abuse rehabilitation program including execution of a medical information waiver which gives

first positive test, and any subsequent positive alcohol test shall disqualify the individual for employment.

VII. ESTABLISHMENT OF EMPLOYEE ASSISTANCE PROGRAM

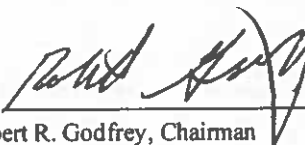
HCRC has established an employee assistance program to help employees solve substance abuse problems. The program includes the following:

- A. The training of supervisors to understand the effects and consequences of drug and alcohol use on personal health and safety in the work environment, as well as to train such personnel regarding the recognition of behavior which may indicate drug or alcohol use and abuse.
- B. Documentation of training given to drivers and motor carrier supervisor personnel.
- C. Information regarding Employer assistance for employees who have a substance abuse problem is available upon request.

VIII. FITNESS FOR DUTY / CALL-IN

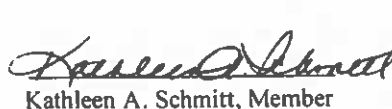
It shall be the Policy of HCRC that any employees called to report for duty, during emergency or unscheduled operations shall be personally asked and shall personally respond to HCRC'S question(s) regarding their fitness for duty with respect to the consumption of drugs and/or alcohol. Further, the employee shall be required to notify HCRC'S representatives if and at any time the employee is not fit to perform their duties for in a safe manner as such fitness may relate to the consumption of drugs and/or alcohol.

NOTICE: Any employee, who possesses, sells, attempts to sell, or in any other way distributes illicit narcotics or illegal drugs on HCRC property or equipment or during work hours will be discharged. Law enforcement officials will be informed of such conduct.


Robert R. Godfrey, Chairman


Gary Leininger, Vice-Chair


Mike Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member