

HILLSDALE COUNTY ROAD COMMISSION

February 26, 2026

MINUTES

Meeting was called to order by the Vice Chair, Gary Leininger, on Thursday, February 26, 2026, at 10:00 a.m. at the Road Commission Office.

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

Members Absent: Bob Godfrey.

Staff Present: Heather Boyd, Assistant Manager.
Kevin Sanders, Superintendent.
Katie Kirkpatrick, Clerk.
Kwinn Leva, Administrative Assistant.

Visitors Present: Doug Ingles – Hillsdale County Commissioner.

Pledge of Allegiance

APPROVAL OF AGENDA

#26-027 Kathy Schmitt moved, Mark Kline supported, to approve the agenda, with two additions, for February 26, 2026.

Motion Carried.

APPROVAL OF MINUTES

#26-028 Mark Kline moved, Kathy Schmitt supported, to approve the minutes for February 12, 2026.

Motion Carried.

CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-029 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$224,040.70 per Regular Accounts Payable Register dated February 19, 2026, as authorized by the manager and clerk.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION
February 26, 2026
MINUTES

CONFIRMATION OF PAYROLLS AUTHORIZED FOR PAYMENT BY THE STAFF

#26-030 Kathy Schmitt moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$131,557.29 per Payroll Check Register dated February 26, 2026, 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	\$ 2,728,863.92
Receipts	\$ 287,631.40
Disbursements	(\$ 355,597.99)
Ending Cash & Investments Balance	\$ 2,660,897.33
Less: CD Reserved for 2 trucks	(\$ 701,340.52)
Ending Available Fund Balance	\$ 1,959,556.81

Note: Outstanding Accounts Payable = \$5,092.14

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

LIMITED PUBLIC COMMENT

At 10:13 A.M., the chair opened the meeting to limited public comment.

Doug Inges discussed the incident involving a Hillsdale County Maintenance Vehicle, the Lifeways bond, and the 2B District Court move.

HILLSDALE COUNTY ROAD COMMISSION

February 26, 2026

MINUTES

Assistant Manager's Comments

Dealing with snow as needed.

Doing tree work.

Grinding stumps.

Receiving salt slowly.

Waiting on Township agreements to come in.

Discussed the Somerset Road north of Stewart Road Structure.

Frontier Road south of Burt Road Culvert arrived last week.

Received quotes for the Bacon Road east of Rumsey Road Culvert.

Discussed Grade Inspection Packets.

Requested proposals for design and engineering for the Lickley Road and Mosherville Road bridge projects.

Submitted the Hartley Road at Lickley Road Bridge for the earmark with Representative Wortz.

Sending out second special assessment letters for Monte Carlo Drive and Rapallo Court.

Discussed the Pittsford Road property.

New mechanic started Monday.

Calling the applicants for the truck driver positions this afternoon.

Discussed Work Rules Policy.

Old Business

Board discussed future policies being worked on.

New Business

APPROVE POLICY #103 – ETHICS AND STANDARDS OF CONDUCT

#26-031 Mike Parney moved, Kathy Schmitt supported, to approve Policy #103 – Ethics and Standards of Conduct. Policy #103 – Ethics and Standards of Conduct attached.

Yeas: Mike Parney, Gary Leininger, Kathy Schmitt, and Mark Kline.

Nays: None.

Absent: Bob Godfrey.

Motion Carried.

HILLSDALE COUNTY ROAD COMMISSION
February 26, 2026
MINUTES

TABLE POLICY #109 – BOARD MEETING PUBLIC COMMENT GUIDELINES

#26-032 Kathy Schmitt moved, Mark Kline supported, to table the approval of policy #104 – Board Meeting Public Comment Guidelines.

Motion Carried.

APPROVE TOWNSHIP CONTRACT

The following township agreement was presented for board approval.

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Amboy	Road Stabilization – 29 Miles 2 Applications	\$34,800.00	\$17,400.00

#26-033 Kathy Schmitt moved, Mike Parney supported, that the township agreement, contingent on prioritization, be approved and signed.

Motion Carried.

LIMITED PUBLIC COMMENT

At 11:00 A.M., the chair opened the meeting to limited public comment.

Doug Ingles discussed public comment for the Board of Commissioners Meetings.

MEETING ADJOURNED – 11:04 A.M.

#26-034 Mark Kline moved, Mike Parney supported, to adjourn the meeting at 11:04 A.M.


Vice Chair


Clerk

POLICY# 103

Ethics and Standards of Conduct Policy

Adopted: August 14, 2008

Revised: February 26, 2026

It is the policy of the Hillsdale County Road Commission to follow the highest business ethics and standards of conduct. The following commitments serve as broad ideals to shape our conduct:

1. All relationships are to be truthful, trustworthy and honest.
2. In all activities for the Road Commission, employees are to abide by all laws and regulations and adhere to Road Commission policies and procedures.
3. Assignments, duties and responsibilities are to be carried out in a reliable and exemplary manner.
4. Road Commission resources are to be utilized economically and efficiently.
5. Verbal communications and written statements are to be truthful and accurate.
6. Fellow employees must receive fair and considerate treatment, and they are not to be discriminated against because of race, color, religion, sex, age, national origin, marital status, height, weight, or qualifying physical disability.
7. Employees must be committed to customer satisfaction.
8. Employees are prohibited from having any type of relationship, association or contact with any customer or supplier which compromises, or appears to compromise, our standards of conduct and ethics.
9. Each employee must avoid any investment, arrangement, or other association, whether his/her own or that of an immediate family or household member, which could give the appearance of, or actually interfere with, the independent exercise of sound business judgment in the best interests of the Road Commission, or otherwise represents a real or apparent conflict of interest between the interests of the employee and those of the Road Commission. For purposes of this policy, "immediate family" shall mean an employee's spouse, children, parents, or siblings, including any such step-relatives.

10. Employees shall familiarize themselves with the applicable laws and regulations referred to below in the Code of Business Ethics and Standards of Conduct.

It is the obligation of every employee to be a responsible employee; that is, to be honest, trustworthy, conscientious, and dedicated to the highest standards of ethical business practices.

Code of Business Ethics

- Employees shall conduct their employment activities with the highest principles of honesty, integrity, truthfulness and honor. To this end, employees are to avoid not only impropriety, but also the appearance of impropriety.
- Employees have a legal, moral and ethical responsibility to report to the Road Commission known or suspected violations of law, regulations, or policy, including the Standards of Conduct.
- Employees shall not make, recommend or cause to be made any expenditure of funds known or believed to be in violation of any law, regulation, or policy.
- Employees shall not use their position in employment to force, induce, coerce, harass, intimidate, or in any manner influence any person, including subordinates, to provide any favor, gift or benefit, whether financial or otherwise, to themselves or others.
- In business dealings, employees shall not provide, or offer to provide, any gratuity, favor or other benefit, or engage in any other activity which could improperly influence, or reasonably be interpreted as improperly influencing, their decisions or activities. All such activities shall be conducted strictly on an arm's length business basis.
- Employees representing the Road Commission to third parties shall not allow themselves to be placed in a position in which an actual or apparent conflict of interest exists. Such conflict of interest may arise, or appear to arise, by reason of the employee's acceptance of gratuities, favors, or other valuable benefits which could improperly influence or reasonably be interpreted as improperly influencing sound business decisions. All such activities shall be conducted strictly on an arm's length business basis.
- Employees will exercise great care in situations in which there is a pre-existing relationship between an employee and an industry representative or official of an agency with whom the Road Commission has an existing or potential business relationship. In such a situation, the employee shall immediately report the relationship to his/her supervisor and, pending further direction by the Manager or Office Manager/Clerk, the employee shall take no further action associated with the business in which the personal

relationship exists. Where there is any doubt as to the propriety of the relationship, the employee shall discuss the relationship with his/her supervisor as to avoid even the appearance of impropriety.

- Employees shall not engage in outside business activities, either directly or indirectly, with a customer, vendor, supplier, or agent of the Road Commission without its knowledge and written permission, or engage in business activities which are inconsistent with, or contrary to, the business activities of the Road Commission.
- Employees shall not use or disclose the Road Commission's confidential information, or any other confidential information gained in the performance of Road Commission duties, as a means for making private profit, gain or benefit.

Standards of Conduct

This policy establishes standards of conduct and behavior for all employees of the Hillsdale County Road Commission. Further, it provides guidance to employees in interpreting and complying with standards of conduct and related Road Commission policies.

Gratuities

The Hillsdale County Road Commission has adopted the following definition of a "gratuity."

Any gift, favor, entertainment, hospitality, transportation, loan, forbearance, any other tangible item, and any intangible benefits, including discounts, passes, and promotional vendor training, given or extended to or on behalf of a Road Commission employee, the employee's immediate family or household member, for which market value is not paid by the recipient. It does not include such items as modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal; and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation.

The Road Commission prohibits any employee from providing, or offering to provide, a gratuity of any value. In connection with this prohibition, the Road Commission will not reimburse an employee for any business expenses found to be a gratuity. It must be remembered that Hillsdale County Road Commission employees are prohibited from providing such gratuities not only because it violates Public Act 51 uses for Transportation Funds, but also because such gratuities give the appearance of impropriety or favoritism. Remember, no matter how innocent the gratuity may be, it immediately brings into question the integrity and business ethics of the employee and the Road Commission. Road Commission employees, or members of their families, shall not solicit, accept, or agree to accept, any gratuity having a market value of greater than \$50, lavish entertainment, or other valuable benefits for themselves, members of their families, or others, either directly or indirectly, from an interest outside the Road Commission that is engaged in or seeking business or financial relations with the Road Commission, or has business or financial interests which are affected by the performance or non-performance of the employees of the Road Commission.

No Road Commission employee shall accept any payments, fees, commissions or other forms of remuneration from sub-contractors, vendors, or other third parties because of transactions or business involving the Road Commission.

Bribery and Kickbacks

The Hillsdale County Road Commission prohibits any employee from participating in any bribery or kickback scheme, whether in the offering or receiving of payments for beneficial or favorable actions in any business matter.

Conflict of Interest & Outside Employment

All Road Commission employees are in positions of trust. As such, employees are prohibited from taking official business actions on any matter in which they or their immediate families have a direct or indirect financial interest. Should such a situation arise, the employee shall immediately disclose in writing the connection or interest in the activity or transaction to the Manager or Office Manager Clerk who, in turn, will take appropriate action to eliminate the conflict of interest.

Employees should be alert to situations in which they suspect a possible conflict of interest. Questions regarding potential conflicts of interest should be directed to the Manager or Office Manager Clerk. The following are examples of conflicts when a Road Commission employee engages in outside employment activities:

- Employment or activities which benefit, either directly or indirectly, from the Road Commission's activities.
- Employment or activities which so expend the time and effort of a Road Commission employee that it interferes with or otherwise diminishes the expected productivity or effort of the employee in carrying out the Road Commission's employment responsibilities.
- Employment, full, part-time, or temporary, in any organization which does business with the Road Commission without its knowledge and written permission.
- Employment that conflicts with the satisfactory or impartial performance of the Road Commission's employment duties.

The following outside employment activities are prohibited, except as may be otherwise allowed under a collective bargaining agreement:

- Supplemental employment during actual Road Commission duty time.
- Use of any Road Commission funds, property, or equipment in or for the benefit of any supplemental employment.

Duty to Report Violations


If an employee observes activities prohibited by this Policy, or if an employee is asked to engage in any activity which is prohibited by this Policy, the employee must report it so that the Road Commission may investigate and resolve the matter. The report should be made to the Manager or Office Manager/Clerk. Violations of this Policy will result in disciplinary action, up to and including discharge from employment.

Said policy was adopted on this 26th day of February, 2026 at a regular meeting of the Board of County Road Commission.

BOARD OF COUNTY ROAD COMMISSIONERS
COUNTY OF HILLSDALE

Robert R. Godfrey, Chairman


Gary Leininger, Vice-Chair


Mike A. Parney, Member


Kathleen A. Schmitt, Member


Mark Kline, Member