**Presque Isle County Road Commission**

**Minutes**

**March 19, 2025**

The regular meeting of the Board of Road Commissioners for Presque Isle County was held at the Road Commission office at 657 South Bradley, Rogers City, Michigan. Chairman Robert Macomber called the meeting to order at 8:30 a.m.

**Board Members Present: Thomas** Catalano,Norman Quaine, Robert Macomber

**Also Present**: Supt./Mgr David Kowalski (Virtual), Clerk Anne Wirgau, Posen Foreman Marty Zdybel

**Visitors:** Clifford Tollini, Presque Isle County Commissioner

***Minutes:***

 A motion was made by Catalano (Quaine) to approve minutes from March 5, 2025, regular meeting as presented.

 Ayes: All

***Accounts Payable:***

 A motion was made by Quaine (Catalano) to approve March 19, 2025, accounts payable in the amount of $118,335.20

 Ayes: Macomber, Catalano, Quaine

Chairman Macomber moved the Posen Garage discussion to above Supt./Mgr report on the agenda.

 Posen Foreman Marty Zdybel updated the Board on the condition of the truck barn roof in Posen.

Water is running down the walls and into the electrical panel. Holes in the roof cause water to drip on the insulation and it is getting ruined. Discussion was held about why this is happening and possible options for repair and/or replacement of the metal roof. Meridian Construction from Alpena has inspected the roof and is working with Marty to provide a plan for repair. Chairman Macomber suggested we get quotes from David Rogers and Neil Key along with whoever Meridian might suggest. Commissioner Quaine stated the availability of the contractor will be a factor in the decision to award the job as the repair needs to be done soon.

***Supt./Mgr Report:***

* Ocqueoc Road reconstruction and bridge improvements update. They are trying to make the June 6th letting date. If so construction will start after July 4th.
* The Road Commission can cover the match ($155,000.00) for the repairs on the bridge located on 638 in Millersburg. We could also take over jurisdiction of the structure if both parties agreed. Mark will check into the required paperwork for both options and get back to me.
* Bridge match from 5% to ?????? Josh asked if we would consider raising our match amount on bridge projects.
* Supt./Mgr will add 3 Mile from Belding Road east .75 tens of a mile to our Permazyme list. Adding some gravel would also make it ready to become a All Season road in the future.
* Leer Rd force account seal and fog project, we need to replace the end on the guardrail. The current end will not meet guidelines for NEPA. I checked with R.S.Scott & Associates on what type of end we need. We do have several used we will install ASAP.
* Supt./Mg contacted MCRCSIP about personal equipment being worked on inside our garages. They sent me their parking policy which covers maintenance also.
* Long Lake Hwy starting at M-65 and traveling East approx. 1000 to 1200 feet has some bad wheel ruts and is fairly dangerous during a rain storm, and snow melt. I would like to do an overlay, or wedge and sealcoat to fix this issue. Marty is getting me the actual footage and approximate depth to figure an actual amount it would take to fix. It is a primary road.
* Supt./Mgr ordered did order the replacement rotating tools our trucks use in the summer for grading. The cost for 750 tools equals $5,850.00
* The Onaway grader is in need of a new set of finger tip blade system, the old boards have been welded several times and are in need of replacement. I reached out to St. Regis for a quote on the exact set we installed on Posen’s grader 3 years ago. To date they have never changed a single tooth. Estimated cost of $6,000.00.
* B&M Ashman (contracted to PIE&G) has done some damage to Kauffman and Pineview intersection. We have taken pictures and will assess damage soon. Supt./Mgr will then work up an appropriate repair plan and bill them for the repairs.
* Culvert on Ocqueoc Road North of Ocqueoc Falls Hwy is failing and may need replacement this summer.
* The Posen garage roof is in need of partial replacement in the same areas we had done before, we have checked with insurance and are trying to get an accurate cost for repairs and see if our insurance will cover it.
* All three garages have been doing what they can with the gravel roads, we have had some complaints and they were reasonable complaints.
* Supt./Mgr has been working with Rogers City foreman Nick Idalski very closely on the level of Grand Lake during this runoff. We did have to do some beaver dam removal on the outlet. Currently rising ½” per day and is 6” above legal lake level.
* Ocqueoc Township has reached out to possibly consider treating Ocqueoc Lake Road between Ocqueoc Road and Townhall with Permazyme. This is a local road and they will have to contribute 65%. I have sent them information to review.
* Snowfall year to date is: 103.75” Past average is: 104.92”

***Visitor:***

 County Commissioner Tollini stated he has been advising citizens in his area to be patient with road conditions as the frost is still in the ground. He said in particular that dead end road property owners seem to be the ones complaining more frequently.

***Unfinished Business:***

 None

 ***New Business:***

A motion was made by Catalano (Quaine)to adopt the Employee Parking Policy as presented. (See attached)

Ayes: All

 The following resolution was offered by Commissioner Catalano and supported by Commissioner Quaine:

 ***Resolution 2025-03***

***Resolution of the Board of Commissioners of Presque Isle County Road***

WHEREAS, this Board has reviewed the 2024 Act 51 Certified Mileage Maps and accepts and approves changes made to said maps.

NOW THEREFORE IT IS RESOLVED, Supt./Mgr David A Kowalski of the Presque Isle County Road Commission is authorized to electronically sign the certification document, in the name and on behalf of Presque Isle County Road Commission.

THIS RESOLUTION is effective this date, with all present Commissioners voting affirmatively.

Adopted Ayes: Macomber, Catalano, Quaine

 Nays: None

A motion was made by Quaine (Macomber) to adopt Earned Sick Time Policy as presented. (See attached)

 Ayes: Quaine, Macomber

 Nays: Catalano

The following resolution was offered by Commissioner Catalano and supported by Commissioner Quaine:

 ***Resolution 2025-04***

**River Road Bridge over Ocqueoc River**

**(Structure # 8993)**

**Ocqueoc Falls Bridge over Ocqueoc River**

**(Structure # 8978)**

***WHEREAS***, The Presque Isle County Board of Road Commissioners wishes to secure funding to replace the bridge over the Ocqueoc River on River Road located within section 27, T.35N. - R.3E., Ocqueoc Township, Presque Isle County, Michigan

***WHEREAS***, The Presque Isle County Board of Road Commissioners also wishes to secure funding to replace the bridge over the Ocqueoc River on Ocqueoc Falls Highway located within section 27 & 22 T.35N. – R.3E., Ocqueoc Township, Presque Isle County, Michigan

***NOW THEREFORE BE IT RESOLVED***, that the Presque Isle County Road Commission hereby supports the effort to request funding from the Local Bridge Program to replace the River Road Bridge over the Ocqueoc River and Ocqueoc Falls Bridge over the Ocqueoc River,

***BE IT FURTHER RESOLVED,*** that the Presque Isle County Road Commission concurs that this replacement is urgently needed.

Adopted: Ayes: Quaine, Catalano, Macomber

 Nays: None

The following resolution was offered by Commissioner Quaine and supported by Commissioner Catalano:

***Resolution 2025-05***

**441 Bridge over Swan River**

**(Structure # 8980)**

***WHEREAS***, The Presque Isle County Board of Road Commissioners wishes to secure funding to replace the bridge over Swan River on County Road 441 Road located within sections 13 & 14, T.34N. - R.5E., Belknap Township, Presque Isle County, Michigan

***NOW THEREFORE BE IT RESOLVED***, that the Presque Isle County Road Commission hereby supports the effort to request funding from the Local Bridge Program to replace the 441 Bridge over Swan River,

***BE IT FURTHER RESOLVED,*** that the Presque Isle County Road Commission concurs that this replacement is urgently needed.

Adopted: Ayes: Macomber, Quaine, Catalano

 Nays: None

 A motion was made by Catalano (Quaine) to table the ordering of a new tandem plow truck until a future meeting.

 Ayes: All

 A motion was made by Catalano (Quaine) to enter contract with MDOT for preventive maintenance on Structure # 8979, N. Ocqueoc Road Bridge over Ocqueoc River and authorize Commissioners and Supt./Mgr to sign the Title Sheet.

 Ayes: Catalano, Quaine, Macomber

Reminder, CRA Highway Show is March 25-27, 2025 at Lansing. Supt./Mgr will be leaving office at noon.

 A motion was made by Catalano (Quaine) to solicit quotes to repair and/or replace the Posen truck barn roof and authorize Supt./Mgr to award the job, not to exceed $15,000.00.

 Ayes: Macomber, Quaine, Catalano

 The next scheduled regular meetings of the Presque Isle County Road Commission are set for Wednesday, April 2, 2025, at 8:30 a.m. and Wednesday, April 16, 2025, at 8:30 a.m.

 With no further business to come before the Board the Chairman adjourned the meeting at

 9:25 a.m.

Employee Parking Policy

The purpose of this policy is to establish guidelines and regulations for parking on Road Commission premises. The policy aims to ensure fair and equitable access to parking spaces for all employees, maintain safety and security in the parking areas, and address any issues or concerns related to parking.

This policy applies to all employees of the Road Commission who are authorized to park on Road Commission premises. It covers all parking areas designated for employee use.

Employees shall park their private vehicles in parking areas designated for employee use. Spaces in such parking areas are available on a first-come, first-served basis. Under no circumstances shall an employee park his private vehicle within a Road Commission garage or other structure. Employees are not allowed to park in designated visitor parking areas unless specifically authorized to do so by the Road Commission.

Employees shall not park in any space designated as accessible for individuals with disabilities absent a disability license plate, parking placard, or sticker. Any employee requiring a parking accommodation due to a disability should submit a request for same to the Road Commission.

While driving in Road Commission parking areas, employees must obey all traffic laws and signage. Double parking, blocking access points, or parking in areas marked as no parking is prohibited and may result in disciplinary action, up to and including discharge from employment. Employees should not park on sidewalk or lawns, block driveways, roadways, or sidewalks, nor occupy more than one space.

Employees are not allowed to perform maintenance or repairs to their private vehicles while on Road Commission premises, unless their vehicle is unable to start, in which case the minimum repairs necessary to start the vehicle and move it to an alternate non-Road Commission location for maintenance or repairs may be performed.

Employees are responsible for keeping Road Commission parking areas clean and free of debris. Employees are encouraged to lock their vehicles and secure any valuables while on Road Commission premises. The Road Commission does not assume responsibility for any vehicle or its contents when parked on Road Commission property. Employees should report any suspicious activity or security concerns in the parking areas to their supervisor.

PRESQUE ISLE COUNTY ROAD COMMISSION EARNED SICK TIME POLICY

The Presque Isle 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 a wage or salary from the Road Commission, including temporary and seasonal employees, are eligible for earned sick time under this policy, with the following exceptions:

* Employees in the following job classifications who are allowed to schedule their own hours of work: Supt./Mgr, Finance Director. The individuals who work in these classifications have flexible schedules, are not required to schedule a minimum number of working hours, and are not subject to adverse employment action if they fail to work a minimum number of hours.
* Employees covered by a collective bargaining agreement.
* An unpaid trainee or intern.
* An individual who is employed in accordance with the Youth Employment Standards Act, MCL 409.101 to 409.124.

Section 2 – Accrual and Carryover of Earned Sick Time

Eligible seasonal or part-time employees shall accrue one (1) hour of paid earned sick time for every thirty (30) hours worked. Up to seventy-two (72) hours of accrued but unused earned sick time will be carried over from one year to the next.

Eligible permanent full time employees will be provided with sick leave as follows:

Sick leave will be earned by all full time employees at the rate of one (1) day (8 hours) per month to begin after one month of service.

A maximum of ninety (90) days (720 hours) may be accumulated.

Upon retirement or in event of death; 50% of accumulated sick leave time will be paid to the employee or to their beneficiaries or estate.

Employees dismissed from employment for just cause will lose all accumulated sick leave benefits.

Each employee will be allowed four (4) sick leave days (32 hours) to be used as personal leave days annually.

Paid unused sick leave. Once an employee obtains the maximum accumulated sick time of 720 hours, the employee will be paid for unused hours over 720 hours, at the first pay of the month using the employee’s current rate of pay.

On return from sick leave of more than three (3) days, an employee may be required to furnish a Doctor’s certificate as to the nature and duration of his/her illness.

Employees who voluntarily quit, shall not be eligible to receive a payout of 50% of unused accumulated sick leave hours.

A year for purposes of the employee’s earned sick time accrual is the calendar year.

For accrual purposes, exempt employees will be assumed to work 40 hours per week, unless they are normally scheduled to work fewer than 40 hours, in which case earned sick time accrues based on their regular schedule.

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

Section 3 – Paid Sick Leave Usage

A seasonal or part-time employee is not permitted to use more than 72 hours of paid sick time per year.

Eligible seasonal or part-time 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 1 hour, consistent with the Road Commission’s payroll system and practices.

Section 4 – Termination and Reinstatement

If a seasonal or part-time 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 a seasonal or part-time employee separates from the Road Commission and is rehired within two (2) 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:

1. An employee’s:
2. Mental or physical illness, injury, or health condition;
3. The need for medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition; or,
4. The need for preventative medical care.
5. An employee’s care of a family member:
6. With a mental or physical illness, injury, or health condition;
7. Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or,
8. Who needs preventative medical care.
9. An employee’s absence due to domestic violence or sexual assault of the employee or employee’s family member, provided the absence is to:
10. Seek medical care or psychological or other counseling for physical or psychological injury or disability;
11. Obtain services from a victim services organization;
12. Relocate due to domestic violence or sexual assault;
13. Obtain legal services; or,
14. Participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
15. 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.
16. 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.
17. 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.

Use of earned sick time cannot be used as an excuse to be late for work without an authorized purpose.

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 who 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

If an employee needs to be absent, to be late or to leave work early (for purposes that are permissible under this policy), the employee must give advance notice to his or her supervisor, except in an emergency. Notice should be provided through a notification system established by the Road Commission in a manner that the employee customarily uses to communicate with the employer for absences requesting leave.

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 provide notice to his or her supervisor at least one hour before the start of the employee’s shift. If one hours’ notice is not reasonable due to an accident or sudden illness, notice must be provided as soon as practicable.

If an employee is going to be absent on multiple days, the employee or the employee’s surrogate (e.g., spouse, adult family member or other responsible party) must provide notice of the expected duration of the leave or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable.

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.
2. In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee:
3. A police report indicating that the employee or the employee’s family member was a victim of domestic violence or sexual assault;
4. 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,
5. A court document indicating that the employee or employee’s family member is involved in legal action related to domestic violence or sexual assault.

Such documentation must be provided by the employee within fifteen (15) days of the Road Commission’s request. When providing documentation in support of a request to used 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 – Road Commission Expectations Regarding Attendance

Employees should remember that regular, reliable attendance and punctuality are expected.

An employee will be subject to disciplinary action if the employee uses earned sick time for a purpose other than allowed in this policy or violates the notice requirements of this policy.

Section 10 – Retaliation Prohibited

An employee may not be disciplined or in any way retaliated against because the employee has used earned sick time for a valid purpose 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.