

**LIVINGSTON COUNTY BOARD - HIGHWAY COMMITTEE  
MINUTES OF JUNE 8, 2017 MEETING**

Committee Chair Bunting called the meeting to order at 3:30 pm at the Livingston County Highway Department

Present: Bunting, Runyon, Carley, Weller (3:40pm ), Yoder  
Absent: Lovell, Weber  
Other Board Members Present: Young  
Others Present: Metcalf, Ruestman, Hartley

Motion to approve the agenda as presented by Yoder, second by Runyon. MOTION CARRIED WITH ALL AYES.

Motion by Carley, second by Yoder to approve the minutes of the May 4, 2017 meeting as presented. MOTION CARRIED WITH ALL AYES.

**COUNTY BOARD ACTION ITEMS:**

- a. Letting Results: June 6, 2017 Letting
- b. Quarterly Report: 2<sup>nd</sup> Quarter FY 17

Motion by Runyon, second by Yoder to recommend full board approval of the county board action items. MOTION CARRIED WITH ALL AYES.

Introductions were made of the new Administrative Assistants that started working in May. The committee also recognized and thanked Rita Kodat for her 15 years of service at the highway department.

**SURVEY EQUIPMENT DEMONSTRATION, TOUR OF MAINTENANCE GARAGE:** A quick demonstration was given by Ruestman with the survey equipment purchased in May to show the committee how beneficial it will be in construction layout & the preliminary planning stage. A tour of the maintenance garage was rescheduled due to lack of time.

**GIS – CONTOURS PROPOSAL:** Metcalf shared with the committee the proposal from Cloudpoint Geographics for the creation of Hydrographic Layers & Contours for the county's GIS. The proposal was compared with one presented by Sidwell and the deliverables as well as total cost was less from Cloudpoint. It was explained that this was a Capital Expenditure request that was budgeted for FY 17. After some discussion, Motion by Yoder, second by Weller to accept the proposal from Cloudpoint Geographics. MOTION CARRIED WITH ALL AYES.

**MAINTENANCE FOREMAN POSITION:** Due to the foreman position being vacant as of September 1, 2017, it was necessary to start advertising for a replacement. Bunting shared with the committee that approval had been given at June's Finance meeting to allow Metcalf to offer a salary that is above the midpoint for this M-1 (management) position. Metcalf shared that seven applications had been received and that interviews should begin within the next week or two.

**OTHER ITEMS:** Metcalf requested permission to change the office hours from 8 am – 4:30 pm to 7 am – 3:30 pm. This matches more closely to the Contractors' schedules and will be the same as the office technical staff. Motion by Yoder, second by Weller to allow the office hours to change to 7 am – 3:30 pm for the Highway Department. MOTION CARRIED WITH THREE AYES AND ONE NAY.

**PUBLIC COMMENT:** None

**REVIEW AND APPROVAL OF CLAIMS:** Motion by Weller, second by Runyon to approve the bills. MOTION CARRIED WITH ALL AYES.

There being no further business to come before the committee, motion to adjourn the meeting by Yoder, second by Carley. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 4:55 pm.



Clay A. Metcalf,  
County Engineer