

MENOMINEE COUNTY BUILDINGS & GROUNDS COMMITTEE

Minutes of Meeting

February 19, 2025

****APPROVED****

The Menominee County Buildings & Grounds Committee met on February 19, 2025 at 10:00 AM at the Menominee County Courthouse in Menominee, Michigan.

I. Call to Order

The meeting was called to order by Chair Johnson at 10:00 AM.

II. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

III. Roll Call

Present: Johnson, Phelps, Carviou, Mekash, Philipps, & Betzinger.

Absent: Rye.

IV. Approval of the Agenda

Motion made by Phelps, seconded by Betzinger to approve the agenda. Vote taken.

MOTION CARRIED UNANIMOUSLY.

V. Approval of Previous Minutes (February 6, 2025)

Motion made by Philipps, seconded by Phelps to approve the previous meeting minutes from February 6, 2025. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

VI. Public Comment

- None

VII. Business

A. Buildings & Grounds Technician

Administrator Carviou presented the position description that he drafted for the Buildings & Grounds Technician position. The Committee had no changes to the position description as presented.

The Committee discussed what pay grade should be assigned to this position. Administrator Carviou advised that usually we would want to have the position evaluated by Carlson-Dettmann and have them assign the proper grade, but because the intent of this position is to only exist about a year and be eliminated once Jim Mekash retires, it doesn't jeopardize the integrity of County's wage schedule. The Buildings & Grounds Foreman position is a Pay Grade 12.

After considerable discussion, the consensus of the Committee was to assign the Buildings & Grounds Technician position a Pay Grade 9.

Motion made by Phelps, seconded by Betzinger to recommend to the County Board that a new position be created using the position description prepared by Administrator Carviou with a Pay Grade 9. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

B. Maintenance & Storage Building Project

Jim Mekash presented his proposal for a new maintenance and storage building to be located at the Courthouse Complex. The plan would include moving the existing southern security fence between the courthouse and the jail 15' to the north to make room for the new building, constructing a 24' by 24' building between the boiler building and the security fence to be used as a workshop/maintenance building, and constructing a 12' by 20' by 9' VersaTube shelter inside the security fence in the location of the existing Quonset hut for additional storage space. Jim included drawings and quotes of his proposal – estimated cost for materials was around \$70,000.

C. Courthouse Complex, Airport, & Parks

- Administrator Carviou stated that the Parks Department is in need of a new tractor. He is recommending that the current New Holland tractor at the airport be moved to the Parks Department, the Kubota tractor at the courthouse be moved to the airport, and a skid steer be purchased for snow removal at the courthouse but also be shared with the airport and Park Department. There has been discussion at both the Parks Committee and Airport Committee of how useful a skid steer would be – especially with brush cutter/grinder and Harley Rake attachments. The skid steer could also be fitted with a snowblower and brush for snow removal at the courthouse complex. The Kubota tractor is proving to be too big for what is needed at the courthouse complex, but with it's snowblower attachment it would be a useful piece of equipment at the airport and the New Holland tractor would be a significant upgrade from what is currently being used by the Parks Department. Administrator Carviou stated he would get some quotes on skid steers and attachments and bring them back to the Committee.

D. Other Business

- Philipps inquired about the status of getting the old generator from the Health Department installed at the Menominee County Annex – last update was the quote that was received last fall for approximately \$5,000 for the installation. Philipps will submit a grant request for the installation costs and keep the Committee informed.
- Mekash stated that replacing the library’s roof should be planned for FY2026 and the County Jail roof in FY2027.
- Mekash stated that he is thinking about retiring in about a year or so. The Committee discussed that it was important to hire someone as soon as possible so they could start learning from Mekash before he retires. Carviou will draft a new position description for the Committee to consider along with a salary recommendation. This position would be considered temporary with the idea of whomever fills it would fill Mekash’s position when he retires and then this position would be eliminated.
- The next Buildings & Grounds Committee meeting will be scheduled for Wednesday, February 19, 2025 at 10 AM in the County Administrator’s Office.

VIII. Public Comment

None

IX. Commissioner Comment

None

X. Adjournment

Motion made by Betzinger, seconded by Philipps to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Meeting Adjourned