

MENOMINEE COUNTY BUILDINGS & GROUNDS COMMITTEE

Minutes of Meeting

February 6, 2025

****APPROVED****

The Menominee County Buildings & Grounds Committee met on February 6, 2025 at 10:00 AM at the Menominee County Courthouse in Menominee, Michigan.

I. Call to Order

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

II. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

III. Roll Call

Present: Commissioner Johnson, Commissioner Phelps, Administrator Carviou,

Jim Mekash, Tom Philipps, RJ Betzinger, & Todd Rye.

Absent: None

IV. Approval of the Agenda

Motion made by Commissioner Phelps, seconded by Philipps to approve the agenda. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

V. Approval of Previous Minutes (April 24, 2024)

Motion made by Commissioner Phelps, seconded by Mekash to approve the previous meeting minutes from April 24, 2024. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

VI. Public Comment

- None

VII. Business

A. Health Department Building

- Roof Project – Administrator Carviou advised that there is \$50,000 in the FY2025 Budget to replace the roof on the Health Department Building. The plan is to finalize the RFP and get it published in February/March.
- Lighting Project – Administrator Carviou advised that there is \$10,000 in the FY2025 Budget to upgrade the lighting in the Health Department Building. Mekash stated he is just waiting on Menard’s to offer their 11% rebate so he can go purchase the new fixtures.
- Windows – Mekash stated that the windows at the Health Department Building do not need to be replaced – the leaking issue is not with the windows themselves. Rather, the issue is with the caulk/sealant around the windows. He has tried several products in the past but none of them would adhere properly to the concrete/aluminum windows. Recently, he found a new product and is confident that it will fix the problem.
- Other – Mekash stated he has a plan to fix the walls that were damaged by the leaking water. The Health Department Building walls are currently painted a variety of colors. Mekash stated that in the past that they were able to choose whatever colors they liked – and they chose different colors for every wall. He recommends that they be given the choice of the three colors used in the hallway of the Health Department Building.

Motion made by Mekash, seconded by Commissioner Phelps that the Health Department Building be painted using the same three colors used in the hallway of the Health Department Building. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Mekash stated, on a related note, that he is planning to repaint the exterior walls of the Health Department building and the County Jail this summer.

B. Menominee County Courthouse

- Administrator Carviou gave a summary of the pre-bid meeting for the RFP that was published for the Buildings & Grounds Storage Building. The common consensus amongst the contractors that were present was that the County needed to work with an engineer/architect to design what we really wanted as there were too many unknown variables to proceed at this time. The Committee discussed the entirety of the project – the proposed location remained a concern amongst several commissioners. The Committee decided to scale back the size of the project and instead look at building what would be essentially a two-stall garage with some extra room for working on projects, and to be able to relocate the project next to the existing Buildings & Grounds Building or inside the fence. Mekash will work on putting together some plans for the next meeting.

- Administrator Carviou stated that there is \$65,000 in the FY2025 Budget to replace the ductwork above Courtroom A. Mekash said he has some specifications that he will forward that can be used to put together the RFP. Mekash invited the Committee members to tour the attic after the meeting to see the necessity of this project.
- There were no other items to discuss regarding the Menominee County Courthouse.

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