



Wexford County

RECREATION AND BUILDING COMMITTEE

Julie Theobald, Chair

NOTICE OF MEETING

The Recreation and Building Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, June 23, 2020 beginning at 10:00 a.m. in the Commissioner’s Room, First Floor, 437 E. Division, in Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS/DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MAY 26, 2020 REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Civic Center Report (*M. Figliomeni – May 2020*) 6
 - 2. Maintenance Report (*A. Kerr – June 2020*)..... 9
- H. CORRESPONDENCE
- I. PUBLIC COMMENTS
- J. ADMINISTRATOR’S COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY
RECREATION & BUILDING COMMITTEE
REGULAR MEETING MINUTES
May 26, 2020

The meeting was called to order by Chair Julie Theobald at 10:00 a.m. in the District Court Room, 437 E. Division, Cadillac, Michigan.

Members Present: Julie Theobald (virtual), Joe Hurlburt, Judy Nichols, and Ben Townsend

Absent: None

Also Present: Jami Bigger, Executive Assistant; Mike Figliomeni, Boon Sports Management (virtual); Janet Koch, Administrator

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Townsend and supported by Nichols to approve the agenda. A roll call vote was requested. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Townsend and supported by Hurlburt to approve the February 6, 2020, Regular Meeting Minutes. A roll call vote was requested. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Civic Center Report (April 2020) – Attachment 1

Mr. Mike Figliomeni, Boon Sports Management, BSM, stated the April Profit & Loss Statement was the last month of their financial year. April numbers were as expected due to abrupt closing from COVID-19. BSM was able to get the ice out of the arena quickly to reduce utility costs. Mr. Figliomeni stated they expect their revenues will be severely impacted as they anticipate new protocols for the youth hockey programs.

Mr. Figliomeni also stated the parking lot repairs have not been completed. Materials for the repairs are on-site but it is unknown when the repairs will be completed.

BSM has been working on a reopening plan that will meet all State and Federal guidelines. BSM has also been working to figure out what events will be able to be held at the Wex and how they will be done safely.

Commissioner Theobald inquired about renting the sign in front of the Civic Center to honor graduates. Mr. Figliomeni stated at this time they are using the sign to highlight their sponsors that are open and have also been struggling due to the stay-at-home order. He also stated BSM could be reached at their regular phone number and e-mail address.

G.2. Maintenance Report (May 2020)

Mr. Adam Kerr, Maintenance Supervisor, was unavailable to attend the meeting. A maintenance report was provided in the packet.

CORRESPONDENCE

None.

PUBLIC COMMENTS

None.

ADMINISTRATOR’S COMMENTS

Ms. Koch stated:

- There are currently 103 Executive Orders from the governor.
- The RFP for new windows in the courthouse should be released soon. She has inquired with the Building Official and Maintenance Director for their thoughts and recommendations. She also contacted the City to see if there were historical requirements that had to be met. All of that is in progress.
- She has been working with Mr. Figliomeni on the RFP for the Passport Grant for the Wex. Currently, all DNR grants are paused, but they hope to have the RFP approved by the DNR before the pause is lifted.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Commissioner Theobald stated she appreciated that she could attend the meeting virtually and it was nice to hear from everyone.

ADJOURNMENT

A motion to adjourn was made by Hurlburt and supported by Nichols at 10:15 a.m. A roll call vote was requested. Motion passed 4-0.

Julie Theobald, Chair

Jami Bigger, Recording Secretary

8:11 AM

Wexford County Civic Center

Profit & Loss

G.1.

05/26/20

April 2020

Accrual Basis

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	3,587.39
4001 · Wexford County Payment	4,167.00
Total Income	<u>7,754.39</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	755.34
Total COGS	<u>755.34</u>
Gross Profit	6,999.05
Expense	
6000 · Payroll	4,996.00
6001 · Employer Fica Expense	382.18
6002 · FUTA	0.88
6003 · SUTA	9.43
6120 · Bank Service Charges	206.31
6180 · Insurance	554.59
6240 · Miscellaneous	18.17
6250 · Postage and Delivery	9.00
6261 · Advertising	23.95
6300 · Repairs	49.84
6340 · Telephone	285.82
6350 · Travel & Ent	128.98
6390 · Utilities	12,664.79
6560 · Payroll Expenses	100.00
6700 · Supplies	137.95
Total Expense	<u>19,567.89</u>
Net Ordinary Income	<u>-12,568.84</u>
Net Income	<u><u>-12,568.84</u></u>

Wexford County Civic Center

Profit & Loss

05/26/20

May 2019 through April 2020

Accrual Basis

	<u>May '19 - Apr 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	22,871.65
4001 · Wexford County Payment	50,000.00
4002 · Adult Hockey Under 40	17,679.00
4003 · Adult Hockey Over 40	14,400.00
4005 · Drop-In Hockey/Drop-In Stick	2,114.00
4011 · Open Skating	12,135.00
4016 · Private Ice Rental	3,931.00
4017 · Contracted Ice Rental	92,004.50
4020 · Tournament	18,228.10
4054 · Advertising Revenue	944.00
4056 · Birthday Party Revenue	6,639.00
4058 · Arcade Vending Revenue	2,725.28
4059 · Vending Commission	701.80
4064 · Sponsorship Revenue	19,225.00
4101 · Sign Rental	30.00
4551 · Auditorium Rental	47,929.50
4800 · Concession Revenue	38,238.12
4900 · Pro-Shop Revenue	3,440.50
4901 · Skate Sharpening/Repai	4,397.00
Total Income	<u>357,633.45</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	24,452.29
Total COGS	<u>24,452.29</u>
Gross Profit	333,181.16
Expense	
6000 · Payroll	93,191.81
6001 · Employer Fica Expense	7,088.83
6002 · FUTA	306.37
6003 · SUTA	789.42
6115 · Business Licenses and Permits	635.48
6120 · Bank Service Charges	631.52
6160 · Dues and Subscriptions	695.00
6165 · Certifications for Training	335.00
6180 · Insurance	6,792.08
6200 · Interest Expense	68.70
6235 · Uniforms/Sfaff Attire	673.38
6240 · Miscellaneous	1,112.29
6250 · Postage and Delivery	203.00
6260 · Printing and Reproduction	188.39
6261 · Advertising	845.90
6270 · Professional Fees	11,808.00
6300 · Repairs	19,409.93
6340 · Telephone	3,517.07
6350 · Travel & Ent	1,029.56
6390 · Utilities	90,198.79
6440 · Snow Removal	2,530.00
6560 · Payroll Expenses	1,645.00
6700 · Supplies	34,910.74
Total Expense	<u>278,606.26</u>
Net Ordinary Income	54,574.90

8:12 AM

05/26/20

Accrual Basis

Wexford County Civic Center

Profit & Loss

May 2019 through April 2020

	<u>May '19 - Apr 20</u>
Other Income/Expense	
Other Expense	
8010 · Other Expenses	12,292.55
Total Other Expense	<u>12,292.55</u>
Net Other Income	<u>-12,292.55</u>
Net Income	<u><u>42,282.35</u></u>

Profit & Loss

May 2020

	<u>May 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	35.18
4001 · Wexford County Payment	4,167.00
4054 · Advertising Revenue	608.00
4551 · Auditorium Rental	515.00
4800 · Concession Revenue	4.00
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Total Income	5,329.18
Cost of Goods Sold	
5000 · Cost of Goods Sold	27.98
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Total COGS	27.98
Gross Profit	5,301.20
Expense	
6000 · Payroll	4,752.00
6001 · Employer Fica Expense	363.53
6002 · FUTA	0.00
6003 · SUTA	0.00
6120 · Bank Service Charges	37.95
6180 · Insurance	904.59
6240 · Miscellaneous	40.00
6250 · Postage and Delivery	22.00
6261 · Advertising	27.95
6300 · Repairs	32.75
6340 · Telephone	410.82
6390 · Utilities	3,849.63
6560 · Payroll Expenses	100.00
6700 · Supplies	645.87
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Total Expense	11,187.09
Net Ordinary Income	-5,885.89
Net Income	<u><u>-5,885.89</u></u>



Wexford County Maintenance Report June 2020

Adam Kerr, Maintenance Director

Recap

1. Installed 19 window A/C units in the Courthouse.
2. Finished painting and replacing base moldings at Lake Street.
3. Moved furniture and file cabinets in the Circuit Court office to make room for a third workstation.
4. Moved furniture to storage.
5. Rented an excavator to dig up the water main shut-off valve to clean and repair the curb box.
6. Repaired the wood fence in the Courthouse parking lot.
7. Installed a keyboard tray in the Circuit Courtroom.
8. Installed sneeze guards at Lake Street and the Health Department.
9. Worked on the Courthouse window RFP with the Administrator.

Goals

1. Catch up on work request list.
2. Stripe the Lake Street parking lot.
3. Clean the Maintenance Department shop.
4. Catch up after being out of town the week of June 22.