



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, July 28, 2020 beginning at 10:00 a.m. in the Commissioner’s Room, Third 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 JUNE 23, 2020 REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report (*M. Figliomeni – June 2020*) ..... 3
  - 2. Maintenance Report (*A. Kerr – July 2020*)..... 5
- 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  
June 23, 2020

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

Members Present: Julie Theobald, Judy Nichols, and Ben Townsend  
Absent: Joe Hurlburt  
Also Present: Jami Bigger, Executive Assistant; Mike Figliomeni, Boon Sports Management;  
Janet Koch, Administrator; Member of the public

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Nichols and supported by Townsend to approve the agenda. A vote was called. All in favor.**

**APPROVAL OF THE MINUTES**

**A motion was made by Nichols and supported by Townsend to approve the May 26, 2020, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Civic Center Report (May 2020)***

Mr. Mike Figliomeni, Boon Sports Management, BSM, explained the May Profit and Loss statement was the first month of the reporting year for BSM. He also included the May 2019 through April 2020 statement to show that BSM has funds left over from last year to help cover expenses this year. He noted that even with the repairs BSM covered last year (roughly \$75,000), they were still able to have a positive balance.

Mr. Figliomeni stated they have done a "soft reopening" at the civic center and are holding some events such as pickleball, roller derby, basketball and more. Staff have been tracking the executive orders and appropriately following the guidelines. BSM has also included appropriate language in their rental agreements and have staff onsite during events to make sure safety guidelines are followed.

***G.2. Maintenance Report (June 2020)***

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

Ms. Koch noted Mr. Kerr came in on his scheduled vacation to install air conditioning units because of the high temperatures. It was very much appreciated.

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR’S COMMENTS**

Ms. Koch stated the Windows RFP is on the website. Per policy, it was reviewed by the Finance Committee chair. Ms. Koch met with architect Dean DeKryger to review and add input to the RFP. There is a total of 80 windows that will need to be replaced. A mandatory walk-through will be held on Tuesday, June 30 and the bids are due on Thursday, July 9<sup>th</sup>. After the bids are open, they will be presented to the Finance Committee.

**COMMITTEE COMMENTS**

Commissioner Townsend stated he was glad to be back in the Commissioner’s room.

Commissioner Nichols also stated she was glad to be back in the Commissioner’s room.

**CHAIR COMMENTS**

Commissioner Theobald stated it nice to be back and she is glad to see the County moving forward with the process of getting new windows.

**ADJOURNMENT**

**A motion to adjourn was made by Nichols and supported by Townsend at 10:26 a.m. A vote was called. All in favor.**

---

Julie Theobald, Chair

---

Jami Bigger, Recording Secretary

DRAFT

7:51 AM

## Wexford County Civic Center

## Profit &amp; Loss

07/24/20

June 2020

Accrual Basis

	Jun 20
Ordinary Income/Expense	
Income	
4000 · General Admission	207.00
4001 · Wexford County Payment	4,167.00
4101 · Sign Rental	100.00
4551 · Auditorium Rental	290.00
4800 · Concession Revenue	41.00
	<hr/>
<b>Total Income</b>	<b>4,805.00</b>
	<hr/>
<b>Gross Profit</b>	<b>4,805.00</b>
Expense	
6000 · Payroll	5,009.90
6001 · Employer Fica Expense	383.28
6002 · FUTA	1.54
6003 · SUTA	3.56
6120 · Bank Service Charges	44.66
6180 · Insurance	554.59
	<hr/>
6240 · Miscellaneous	150.00
6261 · Advertising	12.95
6300 · Repairs	829.00
	<hr/>
6340 · Telephone	410.82
	<hr/>
6390 · Utilities	4,391.70
	<hr/>
6560 · Payroll Expenses	100.00
6700 · Supplies	394.49
	<hr/>
<b>Total Expense</b>	<b>12,286.49</b>
	<hr/>
<b>Net Ordinary Income</b>	<b>-7,481.49</b>
	<hr/>
<b>Net Income</b>	<b>-7,481.49</b>

## Wexford County Civic Center

## Profit &amp; Loss

07/24/20

May through June 2020

Accrual Basis

	<u>May - Jun 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	242.18
4001 · Wexford County Payment	8,334.00
4054 · Advertising Revenue	608.00
4101 · Sign Rental	100.00
4551 · Auditorium Rental	805.00
4800 · Concession Revenue	45.00
	<hr/>
Total Income	10,134.18
Cost of Goods Sold	
5000 · Cost of Goods Sold	27.98
	<hr/>
Total COGS	27.98
	<hr/>
Gross Profit	10,106.20
Expense	
6000 · Payroll	9,761.90
6001 · Employer Fica Expense	746.81
6002 · FUTA	1.54
6003 · SUTA	3.56
6120 · Bank Service Charges	82.61
6180 · Insurance	1,459.18
6240 · Miscellaneous	190.00
6250 · Postage and Delivery	22.00
6261 · Advertising	40.90
6300 · Repairs	861.75
6340 · Telephone	821.64
6390 · Utilities	8,241.33
6560 · Payroll Expenses	200.00
6700 · Supplies	1,040.36
	<hr/>
Total Expense	23,473.58
	<hr/>
Net Ordinary Income	-13,367.38
	<hr/>
Net Income	<u><u>-13,367.38</u></u>



## Wexford County Maintenance Report July 2020

Adam Kerr, Maintenance Director

### Recap

1. Completed the following tasks in the Circuit Court Office: removed bookcases, repaired holes in the wall, removed door buzzer and panic buttons from under the desk and removed old phone lines.
2. Repaired the lawn irrigation at the Sheriff's Office.
3. Assisted with the Windows RFP.
4. Tested the Panic Alarm System with the Emergency Management Coordinator.
5. Replaced the front panel in the pop machine at the Sheriff's Office.
6. Met with Greg Granger to address the odor in the training groom at the Sheriff's Office.
7. Met with Cadillac Janitorial to review their invoicing and lawn care.

### Goals

1. Reinstall panic buttons in the Circuit Court Office.
2. Repair the soffit over the front door at the Lake Street building.
3. Grease and replace the mower blades on the tractor at the fairgrounds.
4. Install a window a/c unit in the conference room on the third floor.