



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, August 25, 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 JULY 28, 2020 REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report *(M. Figliomeni – July 2020)* ..... 3
  - 2. Maintenance Report *(A. Kerr – August 2020)*..... 5
  - 3. Discussion on Plexi-glass for Commissioner's Desks
- 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  
July 28, 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, Joe Hurlburt, Judy Nichols (by telephone) and Ben Townsend  
Absent: None  
Also Present: Jami Bigger, Executive Assistant/HR Coordinator; Mike Figliomeni, Boon Sports Management; Janet Koch, Administrator

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**A motion was made by Townsend and supported by Hurlburt to approve the June 23, 2020, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

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

Mr. Mike Figliomeni, Boon Sports Management, BSM, informed the Committee the parking lot repairs have been completed.

In July, a gun and knife show and a wrestling event were held at the Civic Center. Another gun and knife show is scheduled for August. Mr. Figliomeni got approval from the Fair Board to hold events in August since the fair will not take place this year.

To reduce expenses, BSM is down to two employees. BMS is cautiously optimistic that youth hockey will be able to resume with restrictions, which will bring in some revenue.

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

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

Commissioner Theobald stated it is nice that the new windows will be coming before the snow.

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

### **ADMINISTRATOR'S COMMENTS**

Ms. Koch stated a contract for the window replacement project has been written, reviewed, and sent out to be signed. The contractor expects no COVID-19 related delays in the project.

The contract for the Octagon building has been written and sent to legal counsel for review. It is expected to be ready to present at the next BOC meeting.

The maintenance director has found a canopy for the employee entrance for roughly \$500. He is able to install it to the building. A canopy for that entrance has been requested for many years.

A member from the Michigan Investigation Paranormal Team has contacted Ms. Koch about investigating the old jail building. A discussion took place. Liability was cited as an issue. Ms. Koch will contact the team to decline their offer.

### **COMMITTEE COMMENTS**

Commissioner Hurlburt apologized for missing the meeting last month.

Commissioner Townsend noted an understanding of Commissioner Hurlburt's absence.

Commissioner Nichols apologized for not being able to attend the meeting in person.

### **CHAIR COMMENTS**

Commissioner Theobald thanked everyone for attending.

### **ADJOURNMENT**

**A motion to adjourn was made by Hurlburt and supported by Nichols at 10:13 a.m. A vote was called. All in favor.**

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Julie Theobald, Chair

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Jami Bigger, Recording Secretary

7:39 AM

## Wexford County Civic Center

## Profit &amp; Loss

08/21/20

July 2020

Accrual Basis

	<u>Jul 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	865.65
4001 · Wexford County Payment	4,166.00
4056 · Birthday Party Revenue	200.00
4551 · Auditorium Rental	925.00
4800 · Concession Revenue	2,039.00
4901 · Skate Sharpening/Repai	25.00
<b>Total Income</b>	<u>8,220.65</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	1,046.20
<b>Total COGS</b>	<u>1,046.20</u>
<b>Gross Profit</b>	7,174.45
<b>Expense</b>	
6000 · Payroll	8,755.41
6001 · Employer Fica Expense	669.75
6002 · FUTA	9.35
6003 · SUTA	9.46
6120 · Bank Service Charges	32.05
6160 · Dues and Subscriptions	295.00
6180 · Insurance	554.59
6240 · Miscellaneous	126.14
6261 · Advertising	12.95
6300 · Repairs	1,735.16
6340 · Telephone	410.82
6390 · Utilities	3,992.40
6560 · Payroll Expenses	100.00
6700 · Supplies	322.77
<b>Total Expense</b>	<u>17,025.85</u>
<b>Net Ordinary Income</b>	<u>-9,851.40</u>
<b>Net Income</b>	<u><u>-9,851.40</u></u>

## Wexford County Civic Center

## Profit &amp; Loss

08/21/20

May through July 2020

Accrual Basis

	<u>May - Jul 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	1,107.83
4001 · Wexford County Payment	12,500.00
4054 · Advertising Revenue	608.00
4056 · Birthday Party Revenue	200.00
4101 · Sign Rental	100.00
4551 · Auditorium Rental	1,730.00
4800 · Concession Revenue	2,084.00
4901 · Skate Sharpening/Repai	25.00
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Total Income	18,354.83
Cost of Goods Sold	
5000 · Cost of Goods Sold	1,074.18
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Total COGS	1,074.18
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Gross Profit	17,280.65
Expense	
6000 · Payroll	18,517.31
6001 · Employer Fica Expense	1,416.56
6002 · FUTA	10.89
6003 · SUTA	13.02
6120 · Bank Service Charges	114.66
6160 · Dues and Subscriptions	295.00
6180 · Insurance	2,013.77
6240 · Miscellaneous	316.14
6250 · Postage and Delivery	22.00
6261 · Advertising	53.85
6300 · Repairs	2,596.91
6340 · Telephone	1,232.46
6390 · Utilities	12,233.73
6560 · Payroll Expenses	300.00
6700 · Supplies	1,363.13
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Total Expense	40,499.43
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Net Ordinary Income	-23,218.78
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Net Income	<u><u>-23,218.78</u></u>



## Wexford County Maintenance Report August 2020

Adam Kerr, Maintenance Director

### Recap

1. Completed the following maintenance requests at the jail:
  - Unplugged toilets
  - Fixed leaks
  - Fixed cell door
  - Addressed lighting problems
2. Assisted the plumber with the yearly city water backflow preventers.
3. Assisted with the removal of 50 boxes of old court recorder records from the attic of the courthouse.
4. Met with Cadillac Janitorial to review problems and get an estimate to snow plow the new Dispatch building. It will cost \$35.00 per plow with no salt or sidewalks.
5. Assisted City Glass for the Window RFP.
6. Met with the Judges, Administrator, and furniture vendor to discuss seating in the courtrooms and Commissioner's room due to Covid-19.
7. Replaced and installed new lights for the flag and stairway.

### Goals

1. Remove the benches in the Circuit Courtroom and Commissioner's room.
2. Clean out storage units on Boon road to make room for the benches.
3. Organize items at the old jail garage for a sale.
4. Catch up on work requests.