



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, September 22, 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 AUGUST 25, 2020 REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report *(M. Figliomeni – August 2020)* ..... 3
  - 2. Maintenance Report *(A. Kerr – September 2020)*
  - 3. CAPS, City of Cadillac’s Recreation Plan 2021-2025 ..... 5
  - 4. Old Jail Utilities Discussion ..... 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  
August 25, 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 and Ben Townsend  
Absent: None  
Also Present: Jami Bigger, Executive Assistant/HR Coordinator; Mike Figliomeni, Boon Sports Management; Adam Kerr, Maintenance Director; 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 Nichols and supported by Hurlburt to approve the July 28, 2020, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

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

Mr. Mike Figliomeni, Boon Sports Management, BSM, reported:

- They are ready to submit the final paperwork for the DNR grant's bid documents.
- Financials were significantly worse than last year at this time due to the circumstances.
- Other facilities in Northern Michigan have opened their ice rinks. BSM is installing the ice in the arena now and will be open for business by the weekend.
- BSM is doing everything possible to keep everyone safe and keep the facility open. There are many guidelines and protocols that will be followed; Mr. Figliomeni will e-mail those to the Committee. Temperatures are taken and a screening is required upon entering the facility.

Commissioner Theobald stated she appreciated what BSM does to keep the expenses down and realizes they are struggling during this difficult time.

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

Mr. Adam Kerr, Maintenance Supervisor, reported:

- City Glass has been onsite to measure the windows. He is hopeful the project will start soon.
- He met with Cadillac Janitorial who stated they may be able to assist in removing the benches from the Commissioner's room and the Circuit Court room. The benches will be stored in a storage unit.
- A garage sale at the old jail location will take place before winter.

***G.3. Discussion on Plexi-glass for Commissioner's Desks***

Commissioner Hurlburt stated he was in favor of adding a plexi-glass partition in between the Commissioner's desks for safety. A discussion took place regarding size and location of the partitions.

**A motion was made by Townsend and supported by Hurlburt to forward to the full board the discussion of the plexi-glass partitions.**

Mr. Kerr will work on getting an estimate.

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Koch stated the first round of approvals for the Wex DNR grant's bidding documents and specifications has been approved by the grant coordinator. The bidding documents have a publication date of September 1<sup>st</sup> and a September 23<sup>rd</sup> deadline.

**COMMITTEE COMMENTS**

Commissioner Nichols wished Commissioner Theobald a happy birthday.

Commissioner Townsend stated he was excited to get the whole Board back at their desks and have a little bit of normalcy restored.

Commissioner Hurlburt complimented the Committee on the great discussion that took place at today's meeting.

**CHAIR COMMENTS**

Chair Theobald stated she appreciated everyone bearing with her while she was sick. She also stated she likes the meetings to be held at this time of day.

**ADJOURNMENT**

**A motion to adjourn was made by Hurlburt and supported by Nichols at 10:45 a.m. A vote was called. All in favor.**

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Julie Theobald, Chair

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Jami Bigger, Recording Secretary

## Profit &amp; Loss

August 2020

	<u>Aug 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	408.00
4001 · Wexford County Payment	4,167.00
4016 · Private Ice Rental	1,400.00
4054 · Advertising Revenue	102.00
4064 · Sponsorship Revenue	950.00
4551 · Auditorium Rental	10,068.00
4800 · Concession Revenue	1,652.00
4900 · Pro-Shop Revenue	5.00
4901 · Skate Sharpening/Repai	55.00
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Total Income	18,807.00
Cost of Goods Sold	
5000 · Cost of Goods Sold	1,019.19
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Total COGS	1,019.19
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Gross Profit	17,787.81
Expense	
6000 · Payroll	6,220.56
6001 · Employer Fica Expense	475.87
6002 · FUTA	8.65
6003 · SUTA	5.46
6120 · Bank Service Charges	105.47
6180 · Insurance	554.59
6240 · Miscellaneous	53.50
6250 · Postage and Delivery	106.00
6260 · Printing and Reproduction	3.98
6261 · Advertising	17.95
6300 · Repairs	579.47
6340 · Telephone	410.82
6390 · Utilities	5,265.54
6560 · Payroll Expenses	320.00
6700 · Supplies	1,236.44
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Total Expense	15,364.30
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Net Ordinary Income	2,423.51
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Net Income	<u><u>2,423.51</u></u>

## Wexford County Civic Center

## Profit &amp; Loss

09/17/20

May through August 2020

Accrual Basis

	<u>May - Aug 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	1,515.83
4001 · Wexford County Payment	16,667.00
4016 · Private Ice Rental	1,400.00
4054 · Advertising Revenue	710.00
4056 · Birthday Party Revenue	200.00
4064 · Sponsorship Revenue	950.00
4101 · Sign Rental	100.00
4551 · Auditorium Rental	11,798.00
4800 · Concession Revenue	3,736.00
4900 · Pro-Shop Revenue	5.00
4901 · Skate Sharpening/Repai	80.00
<b>Total Income</b>	<u>37,161.83</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	2,093.37
<b>Total COGS</b>	<u>2,093.37</u>
<b>Gross Profit</b>	35,068.46
<b>Expense</b>	
6000 · Payroll	24,737.87
6001 · Employer Fica Expense	1,892.43
6002 · FUTA	19.54
6003 · SUTA	18.48
6120 · Bank Service Charges	220.13
6160 · Dues and Subscriptions	295.00
6180 · Insurance	2,568.36
6240 · Miscellaneous	369.64
6250 · Postage and Delivery	128.00
6260 · Printing and Reproduction	3.98
6261 · Advertising	71.80
6300 · Repairs	3,176.38
6340 · Telephone	1,643.28
6390 · Utilities	17,499.27
6560 · Payroll Expenses	620.00
6700 · Supplies	2,599.57
<b>Total Expense</b>	<u>55,863.73</u>
<b>Net Ordinary Income</b>	<u>-20,795.27</u>
<b>Net Income</b>	<u><u>-20,795.27</u></u>

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Recreation & Building Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 22, 2020  
**SUBJECT:** CAPS, City of Cadillac’s Recreation Plan 2021-2025

**SUMMARY OF ITEM TO BE PRESENTED:**

Mike Coy, Zoning Administrator, City of Cadillac, is looking for input from community stakeholders for the Cadillac Area Public Schools and the City of Cadillac’s Recreation Plan for the years 2021-2025. Attached are the Stakeholder Questions Mr. Coy has provided.

**RECOMMENDATION:**

Review the questions and provide feedback at the Recreation and Building Committee meeting.



Received by Wexford County

AUG 31 2020

Administration Office

August 28, 2020

Janet Koch, Wexford County Administrator  
 437 E. Division St.  
 Cadillac, MI 49601  
 Phone: 231-779-9453

Email address: [administration@wexfordcounty.org](mailto:administration@wexfordcounty.org)

Re: Cadillac Area Public Schools (CAPS), City of Cadillac's Recreation Plan for the years 2021-2025

Dear Janet,

I will be starting work on the new 2021-2025 Recreation Plan for CAPS and the City of Cadillac this summer. The reason for this letter is to invite you to participate in the interviews I will be conducting in 2020 relating to the topics that will be listed in the future recreational assets the city should include in the new recreation plan. With the recent Coronavirus concerns I envision most of my Recreation Plan interviews will be on the phone. Engaging community stakeholders in the next recreation plan is important to its success. Please consider participating and I will be in contact with you. I am also including a list of topics we will be looking for input on. Ideas outside of this list are welcome. If I do not have your current phone and email address shown above, please contact me with your current contact information.

Please review the current 2015-2020 CAPS, City of Cadillac Recreation Plan to help with ideas for the updated 2021-2025 recreation plan. It is located on the City Website [www.cadillac-mi.net](http://www.cadillac-mi.net). There are three ways to quickly find it. The first is to enter the title **Adopted 2015-2020 Rec Plan** in the search box near the top of the home page. It can also be found at two additional locations within the website. The first is a link under the Community and Downtown Development heading. The second location is within the Special Reports listing. If you have any trouble finding the 2015-2020 Recreation Plan on the city website please contact me. We have hard copies available for people to borrow.

Examples of projects that are listed in the current 2015-2020 Recreation Plan that we've constructed and completed within the previous five years include the redesigned Rotary Performing Arts Pavilion, the Common's Market Place, and the new restroom at Kenwood Park.

Additional listed projects that were facilitated and funded by local community groups include the improvements at the former Naval Armory building where we have the Cadillac Senior Center and Up North Arts, the Cadillac Area Dog Park, and the Cadillac Area Garden Club's new musical instruments at the Sound Garden including a Kinetic Sculpture. The ideas for these projects came from community members.

The recreation facilities inventory within the 2015-2020 plan begins on page 26 and ends on page 38. The new plan inventory will include descriptions of the projects mentioned above. Page two of this letter includes the list of projects identified in the 2015-2020 Recreation Plan's Capital Improvement

Action Program. Brief descriptions for each of the projects can be found in the current plan starting on page 39.

### ***ACTION PROGRAM – CAPITAL IMPROVEMENT LIST IN THE 2015-2019 REC PLAN***

- Barrier-Free Accessibility
- Bicycle Lane Expansion
- Cadillac Community Center at 601 Chestnut Street Facility Upgrades
- Cadillac High School Tennis Court Project
- Camp Torenta
- Former CASA Fields (Kysor Park) at Leeson and Wright Streets
- Chris Blackburn Memorial Skate Park
- Clam River Greenway Access Expansion
- Construction of a Cultural Arts Center
- Diggins Hill Community Park Master Plan Improvements
- Cadillac Area Dog Park construction
- Farmers Market Pavilion/Event Center
- Kenwood Park Restroom Facilities
- Kenwood Heritage Park Enhancements
- Lake Cadillac Invasive Species Management Program
- Residential Playground for our South Side Neighborhood
- Rotary Performing Arts Pavilion Master Plan Improvements
- Snowshoe Trails Expansion
- U.S. 131 Bypass Multi-Use Greenway
- Wayfinding Sign Program for Non-Motorized Bike Routes
- White Pine Trail Expansion & Downtown Trailhead

On page 44 and 45 of the Recreation Plan is a table for the above projects with cost estimates in 2015 dollars. The table also shows a timeline for the proposed projects. The plan can be accessed on the City Website, [www.cadillac-mi.net](http://www.cadillac-mi.net).

Please contact me with any questions and your participation is appreciated.

Sincerely,



Mike Coy, Zoning Administrator  
231-775-0181 Ext. 102

[mcoy@cadillac-mi.net](mailto:mcoy@cadillac-mi.net)

## 2021-2025 Recreation Plan Stakeholder Questions

### Part 1

1. Name and briefly describe your organization.
2. What demographic sectors in the community do you serve?
3. At what location is your organization headquartered and what location(s) do your current programs take place?

### Part 2

1. What additional recreational programs or facilities do you feel are needed to better serve your organization?
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2. Does your organization have long range recreational goals? If so, can you supply us a list of these goals?

If you have such recreational goals, do you have a committee in place which has developed or is developing a plan to reach these goals.

3. Does your organization have a list of programs or facilities which are needed to attain your recreation goals?
4. Do you have funding available for additional recreation programs or facilities? If so, how is it allocated for these two categories.

### Part 3

1. Regarding community-wide recreation what areas of recreation programming do you feel meet or exceed community expectations?
2. Regarding community-wide recreation which recreation facilities (i.e. baseball fields, tennis courts etc.) do you feel we are deficient in and do not meet community expectations.
3. Giving consideration to boating, fishing, swimming, and public access, how do you rate the usage on Lake Cadillac?
4. How might the city better use Lake Cadillac or other natural resources for recreational purposes?

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Recreation & Building Committee  
**FROM:** Administration  
**FOR MEETING DATE:** September 22, 2020  
**SUBJECT:** Old Jail Utilities Discussion

**SUMMARY OF ITEM TO BE PRESENTED:**

Since the old jail building on Carmel St. is no longer occupied, Maintenance Director, Adam Kerr, would like the Board’s permission to turn off utilities.

Current costs are as follows:

- Water ..... \$143.00/month
- Electric ..... Variable\*
- Natural gas ..... \$37.48/month

\*The August invoice from Consumers Energy was \$6.39; the September invoice was \$169.73.

**RECOMMENDATION:**

Discuss disconnecting the utilities at the old jail building.