



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, December 22, 2020 beginning at 10:00 a.m. in the Circuit Court Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

PUBLIC PARTICIPATION

In accordance with the Michigan Department of Health and Human Services Gathering and Face Mask Order and to prevent further spread of the COVID-19 virus, **public participation will be remote only.** Staff and the Wexford County Board of Commissioners may attend the meeting in-person, or by one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 6307060616#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 6307060616.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 6307060616.

YouTube Viewing Only. Go to <https://wexfordcounty.org/circuit-court> page and click on the link or click on https://www.youtube.com/channel/UCo0cqCPLYsPS7c5O1dIOmNA?view_as=subscriber.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS/DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE NOVEMBER 24, 2020 REGULAR MEETING MINUTES.....1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Civic Center Report (*M. Figliomeni – November 2020*)3
 - 2. Maintenance Report (*A. Kerr – December 2020*)
 - 3. Drain Commissioner Presentation
 - 4. Discussion of Policy for Historic Courthouse Interior

- 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
November 24, 2020

E.

The virtual meeting was called to order by Chair Julie Theobald at 10:00 a.m.

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; Janet Koch, Administrator; Norma Schmidt, Senior Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Hurlburt 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 Nichols and supported by Hurlburt to approve the September 22, 2020, Regular Meeting Minutes. A roll call vote was requested. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Civic Center Report (October 2020)

Mr. Mike Figliomeni, Boon Sports Management, BSM, stated that by remaining open in early October while downstate facilities were forced to close, they were able to gain some revenue and rise out of the deficit.

In accordance with state guidelines, BSM limited the number of fans in the stands and allowed no one in the lobby. While open, they had two COVID-19 infections reported by attendees. The Wex is now closed, and preliminary numbers do not look good, but Mr. Figliomeni said they appear to be manageable.

Mr. Figliomeni reported preliminary design work from Nielsen Engineering should be received soon for the HVAC units. They will likely be proposing a couple of options and recommending whether roof-top or grounds units should be installed.

G.2. Maintenance Report (November 2020)

Ms. Koch informed the committee Mr. Kerr was unable to attend due to a heat issue he was handling in the courthouse.

Commissioner Hurlburt inquired about the status of the garage sale. Once a date has been confirmed, the committee will be informed.

Ms. Bigger informed the committee of the steps taken to sanitize an office that was exposed to COVID. Cadillac Janitorial thoroughly cleaned and disinfected the office and common areas of the courthouse. Mr. Kerr then went in and fogged the area with a specialized sanitizing machine. The office is expected to reopen next week.

G.3. Drain Commissioner Presentation

Mike Solomon, Drain Commissioner, was unable to attend. The committee requested this item be

forwarded to next month's agenda.

CORRESPONDENCE

None.

PUBLIC COMMENTS

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch informed the committee the courthouse will likely be open by appointment only until case numbers start dropping. Chairman Taylor had called her earlier that day agreed that it was a good idea.

A discussion took place on COVID and closing the building to appointment only. Commissioners also discussed offering a motion from the committee to show support of the closing.

A motion was made by Hurlburt and supported by Townsend to close the courthouse, follow the State, and the District recommendations with appointment only in all areas of the courthouse including virtual meetings. A roll call was requested. Motion passed 4-0.

COMMITTEE COMMENTS

Commissioner Townsend stated that it is important to be proactive and show the community that the committee is concerned and wants to help and protect people, especially those coming to the courthouse. He also wished everyone a blessed Thanksgiving.

Commissioner Nichols agreed with Commissioner Townsend. This is a serious time, and the committee wants everyone to be proactive. She wished everyone a happy Thanksgiving.

Commissioner Hurlburt agreed with both Commissioner Nichols and Townsend's comments. He wished everyone a happy Thanksgiving and reminded everyone to be safe.

CHAIR COMMENTS

Comm. Theobald thanked all for attending the meeting. She agreed with Commissioner Nichols and Townsend's comments. She appreciates everyone's hard work and the motion to close the courthouse.

ADJOURNMENT

A motion to adjourn was made by Nichols and supported by Townsend at 10:22 a.m. A vote was called. All in favor.

Julie Theobald, Chair

Jami Bigger, Recording Secretary

Wexford County Civic Center

Profit & Loss

November 2020

G.1.

	<u>Nov 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	284.38
4001 · Wexford County Payment	4,166.00
4002 · Adult Hockey Under 40	1,500.00
4003 · Adult Hockey Over 40	1,500.00
4016 · Private Ice Rental	315.00
4017 · Contracted Ice Rental	8,290.00
4020 · Tournament	2,500.00
4064 · Sponsorship Revenue	1,000.00
4551 · Auditorium Rental	2,015.00
4800 · Concession Revenue	2.00
4900 · Pro-Shop Revenue	236.46
4901 · Skate Sharpening/Repai	325.00
Total Income	<u>22,133.84</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	736.29
Total COGS	<u>736.29</u>
Gross Profit	21,397.55
Expense	
6000 · Payroll	12,175.77
6001 · Employer Fica Expense	924.26
6002 · FUTA	24.64
6003 · SUTA	15.63
6120 · Bank Service Charges	-272.42
6180 · Insurance	554.59
6270 · Professional Fees	633.50
6300 · Repairs	2,803.94
6340 · Telephone	413.93
6390 · Utilities	7,730.52
6560 · Payroll Expenses	100.00
6700 · Supplies	1,616.84
Total Expense	<u>26,721.20</u>
Net Ordinary Income	-5,323.65
Net Income	<u><u>-5,323.65</u></u>

Wexford County Civic Center

Profit & Loss

12/18/20

May through November 2020

Accrual Basis

	<u>May - Nov 20</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	5,648.52
4001 · Wexford County Payment	29,166.00
4002 · Adult Hockey Under 40	4,500.00
4003 · Adult Hockey Over 40	4,500.00
4005 · Drop-In Hockey/Drop-In Stick	855.00
4016 · Private Ice Rental	13,285.00
4017 · Contracted Ice Rental	28,080.00
4020 · Tournament	7,000.00
4054 · Advertising Revenue	710.00
4056 · Birthday Party Revenue	600.00
4064 · Sponsorship Revenue	8,675.00
4101 · Sign Rental	600.00
4551 · Auditorium Rental	15,446.00
4800 · Concession Revenue	5,417.00
4900 · Pro-Shop Revenue	785.94
4901 · Skate Sharpening/Repai	1,150.50
Total Income	<u>126,418.96</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	4,076.62
Total COGS	<u>4,076.62</u>
Gross Profit	122,342.34
Expense	
6000 · Payroll	52,440.80
6001 · Employer Fica Expense	4,004.56
6002 · FUTA	77.98
6003 · SUTA	55.51
6120 · Bank Service Charges	-10.33
6160 · Dues and Subscriptions	295.00
6180 · Insurance	4,280.13
6200 · Interest Expense	68.90
6240 · Miscellaneous	1,109.64
6250 · Postage and Delivery	183.00
6260 · Printing and Reproduction	3.98
6261 · Advertising	717.70
6270 · Professional Fees	633.50
6300 · Repairs	8,082.63
6340 · Telephone	2,760.07
6350 · Travel & Ent	44.44
6390 · Utilities	38,848.88
6560 · Payroll Expenses	2,020.00
6700 · Supplies	7,117.73
Total Expense	<u>122,734.12</u>
Net Ordinary Income	-391.78
Net Income	<u><u>-391.78</u></u>