



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, January 25, 2022 beginning at 10:00 a.m. in the **Commissioners Room, Third Floor**, 437 E. Division St., 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 DECEMBER 21, 2021 REGULAR MEETING MINUTES .....1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report (*M. Figliomeni – December 2021*) .....3
  - 2. Maintenance Report (*A. Kerr – January 2022*) .....5
  - 3. Seating Arrangements for Commissioners Room.....6
  - 4. Recreation Plan Discussion
- 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  
December 21, 2021

The Recreation & Building Committee meeting was called to order by Chair Joseph Hurlburt at 10:00 a.m. in the Commissioners' Room, 437 E. Division St., Cadillac, MI 49601.

Members Present: Joseph Hurlburt, Ben Townsend, and Judy Nichols, Julie Theobald, attended via Zoom

Absent: None

Also Present: Mike Figliomeni, Boon Sports Management; Adam Kerr, Maintenance Director; Janet Koch, Administrator; Brandi Taylor, Administrative Assistant; Vicki Zawacki, Invasive Species

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**Motion made by Commissioner Townsend and seconded by Commissioner Nichols to approve the agenda. All in favor.**

**APPROVAL OF THE MINUTES**

**Motion made by Commissioner Townsend and seconded by Commissioner Nichols to approve the minutes for November 23, 2021. All in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Civic Center Report (August 2021) ATTACHMENT 1***

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

- Financials looking good
- Project Christmas ran great and looked good.

***G.2. Maintenance Report (August 2021)***

Adam Kerr, Maintenance Director, reported:

- Historic courthouse third floor bathroom renovations are almost finished, just needs paint.
- Wind damage from storm resulted in Health Department losing shingles. Mr. Kerr has is working with local contractors for repairs and get a quote to resolve the entire roof for a year.

***G.3. Rental of Lake Street Office Space***

- Vicki Sawacki, Invasive Species, has talked it over with her steering committee and they have come up with the funds to lease the Lake Street Building Department office space, for one year beginning in February.
- She states that it will be a good move as they will have enough space to store supplies from the many locations, they currently use for storage.

**Motion made by Commissioner Townsend and seconded by Commissioner Nichols to forward a recommendation to enter into a lease agreement with Invasive Species to the full board for approval. Vote passed unanimously.**

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Koch stated that she will be working on the lease for Invasive Species to move into Lake Street the beginning of February. Ms. Koch also stated that DNR has sent the reimbursement of \$95,000 for the WEX HVAC project.

**COMMITTEE COMMENTS**

Commissioner Nichols stated that she has talked with the new fair board president, and they are very excited to bring new things to the fair. She also thanked Commissioner Hurlburt for bringing the Invasive Species to the board for space rental.

Commissioner Townsend thanked everyone for everything they do.

**CHAIR COMMENTS**

Commissioner Hurlburt noted his appreciation to everyone for everything they do.

**ADJOURNMENT**

**Commissioner Townsend made a motion to adjourn at 10:14 a.m. and the motion was seconded by Commissioner Nichols, all in favor.**

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Joe Hurlburt, Chairman

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Brandi Taylor, Recording Secretary

6:46 PM

## Wexford County Civic Center

## Profit &amp; Loss

December 2021

01/20/22

Accrual Basis

	<u>Dec 21</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	2,623.51
4001 · Wexford County Payment	4,166.00
4002 · Adult Hockey Under 40	3,000.00
4003 · Adult Hockey Over 40	3,000.00
4005 · Drop-In Hockey/Drop-In Stick	790.31
4011 · Open Skating	3,971.14
4016 · Private Ice Rental	185.43
4017 · Contracted Ice Rental	12,961.00
4020 · Tournament	-600.00
4056 · Birthday Party Revenue	720.74
4064 · Sponsorship Revenue	2,650.00
4551 · Auditorium Rental	192.85
4800 · Concession Revenue	5,709.06
4900 · Pro-Shop Revenue	254.65
4901 · Skate Sharpening/Repai	732.26
<b>Total Income</b>	<b>40,356.95</b>
Cost of Goods Sold	
5000 · Cost of Goods Sold	5,936.83
<b>Total COGS</b>	<b>5,936.83</b>
<b>Gross Profit</b>	<b>34,420.12</b>
Expense	
6000 · Payroll	14,756.55
6001 · Employer Fica Expense	1,128.84
6002 · FUTA	37.94
6003 · SUTA	24.04
6120 · Bank Service Charges	37.95
6180 · Insurance	554.59
6200 · Interest Expense	26.73
6240 · Miscellaneous	500.00
6261 · Advertising	12.95
6270 · Professional Fees	3,475.00
6300 · Repairs	828.38
6340 · Telephone	400.42
6390 · Utilities	12,032.01
6560 · Payroll Expenses	100.00
6700 · Supplies	622.30
<b>Total Expense</b>	<b>34,537.70</b>
<b>Net Ordinary Income</b>	<b>-117.58</b>
<b>Net Income</b>	<b>-117.58</b>

## Wexford County Civic Center

## Profit &amp; Loss

01/20/22

May through December 2021

Accrual Basis

	<u>May - Dec 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	11,537.74
4001 · Wexford County Payment	33,333.00
4002 · Adult Hockey Under 40	9,000.00
4003 · Adult Hockey Over 40	9,000.00
4005 · Drop-In Hockey/Drop-In Stick	1,029.39
4011 · Open Skating	6,120.45
4016 · Private Ice Rental	5,639.51
4017 · Contracted Ice Rental	42,471.17
4020 · Tournament	11,678.85
4054 · Advertising Revenue	1,546.00
4056 · Birthday Party Revenue	2,487.77
4058 · Arcade Vending Revenue	120.00
4064 · Sponsorship Revenue	23,900.00
4101 · Sign Rental	5,960.00
4551 · Auditorium Rental	36,082.41
4800 · Concession Revenue	20,508.59
4900 · Pro-Shop Revenue	1,075.31
4901 · Skate Sharpening/Repai	2,188.32
<b>Total Income</b>	<u>223,678.51</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	20,556.95
<b>Total COGS</b>	<u>20,556.95</u>
<b>Gross Profit</b>	203,121.56
<b>Expense</b>	
6000 · Payroll	71,435.99
6001 · Employer Fica Expense	5,464.85
6002 · FUTA	111.60
6003 · SUTA	74.06
6120 · Bank Service Charges	1,273.21
6160 · Dues and Subscriptions	295.00
6180 · Insurance	5,117.88
6200 · Interest Expense	122.96
6240 · Miscellaneous	2,938.54
6250 · Postage and Delivery	189.00
6261 · Advertising	960.21
6270 · Professional Fees	7,680.00
6300 · Repairs	6,286.24
6340 · Telephone	3,171.88
6350 · Travel & Ent	82.93
6390 · Utilities	57,221.12
6560 · Payroll Expenses	1,305.00
6700 · Supplies	8,674.22
<b>Total Expense</b>	<u>172,404.69</u>
<b>Net Ordinary Income</b>	30,716.87
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7030 · Other Income	17,770.28
<b>Total Other Income</b>	<u>17,770.28</u>

**Wexford County Civic Center**  
**Profit & Loss**  
May through December 2021

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	<u>May - Dec 21</u>
Other Expense	
7100 · Sponsorship of Youth	5,000.00
Total Other Expense	<u>5,000.00</u>
Net Other Income	<u>12,770.28</u>
Net Income	<u><u>43,487.15</u></u>

# Maintenance Report January 2022

## Recap

1. Working on new Building dept. office [ painting, moving ½ wall and counter, replace toilet, repaired 2 toilets, repaired leaking water line in the wall]
2. Attend jail meet to review repairs with Granger cont.
3. Attend 2 meets to investigate updating the HVAC system at the Courthouse.
4. Completed multiple work orders at the jail.

## Goals

1. Finish moving the building dept.
2. Remove unneeded furniture from lake street
3. Start Prosecutors office project.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Rec & Building Committee  
**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** January 25, 2021  
**SUBJECT:** Seating Arrangement in Board Room

SUMMARY OF ITEM TO BE PRESENTED:

A Commissioner would like to discuss the seating arrangements within the Commissioners Room.

RECOMMENDATION: