



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, March 15, 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 JANUARY 25, 2022 REGULAR MEETING MINUTES.....1
- F. PRESENTATION
  - 1. *BRANRO Enterprises Building Study (Ronald Colvin)*
- G. PUBLIC COMMENTS
  - The Committee welcomes all public input.*
- H. AGENDA ITEMS
  - 1. Civic Center Report (*M. Figliomeni – January 2022*) ..... 3
  - 2. Cadillac Area Visitors Bureau- Signage Project
  - 3. Maintenance Report (*A. Kerr – February 2022*) .....9
  - 4. Courthouse/ County Dept Recycling
  - 5. Recreation Plan Discussion.....10
  - 6. Courthouse Vending Discussion.....17
- I. CORRESPONDENCE
- J. PUBLIC COMMENTS
- K. ADMINISTRATOR’S COMMENTS
- L. COMMITTEE COMMENTS
- M. CHAIR COMMENTS
- N. ADJOURN

WEXFORD COUNTY  
**RECREATION & BUILDING COMMITTEE**  
REGULAR MEETING MINUTES  
January 25, 2022

The Recreation & Building Committee meeting was called to order by Chair Julie Theobald at 10:00 a.m. in the Commissioners Room, Third Floor, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

Members Present: Julie Theobald, Joe Hurlburt, Ben Townsend  
Absent: Judy Nichols  
Also Present: Brandi Taylor, Executive Assistant; Mike Figliomeni, Boon Sports Management; Adam Kerr, Maintenance Director; Bill Reedy, Maintenance; Janet Koch, Administrator

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Hurlburt and supported by Townsend to approve the agenda. A roll call vote was requested. Motion passed 3-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Townsend and supported by Hurlburt to approve the December 21, 2021, Regular Meeting Minutes. A roll call vote was requested. Motion passed 3-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Civic Center Report (December 2021)***

Mr. Mike Figliomeni, Boon Sports Management, BSM, reported that the Ice Rink will be busy this month with hockey tournaments. Mr. Figliomeni informed the committee that he is working on a grant through The Great Lakes Sports Commission that could fund \$250,000 to expand the Wex and build a curling rink. He stated that the chiller is capable of handling two ice rinks. Mr. Figliomeni asked the committee if this was feasible to bring to the board for approval. The consensus of the committee was in favor of the grant application.

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

Adam Kerr, Maintenance Director, reported that they are still waiting on phone installation to officially move the building dept. Once the building dept. is officially moved, they will have Cadillac Janitorial in to clean the old office. Carpet is being installed in the lobby of the new building dept. space.

***G.3. Seating Arrangement for Commissioners Room***

**A motion was made by Commissioner Hurlburt and supported by Commissioner Townsend to take the benches out of storage and try to sell them at auction or donate with the stipulation that the recipient does the moving. A vote was called. Motion passed 3-0.**

***G.4. Recreation Plan Discussion***

Commissioner Theobald stated that she wanted to start discussion on the Recreation Plan which expires at the end of 2023. She suggested that Networks Northwest create the Recreation Plan again. Ms. Koch stated she could contact Networks Northwest and include their cost in the 2023 Budget.

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Koch informed the committee that the Lake St parking lot design is being finalized. Commissioner Theobald requested that the Committee be emailed the parking lot design when it is available.

**COMMITTEE COMMENTS**

All Commissioners are sending concerns and thoughts out to Judy Nichols.

**CHAIR COMMENTS**

None.

**ADJOURNMENT**

**A motion to adjourn was made by Commissioner Hurlburt and supported by Commissioner Townsend at 10:27 a.m. A vote was called. All in favor.**

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Julie Theobald, Chair

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Brandi Taylor, Recording Secretary

## Wexford County Civic Center

## Profit &amp; Loss

03/10/22

February 2022

Accrual Basis

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	1,049.32
4001 · Wexford County Payment	4,166.00
4002 · Adult Hockey Under 40	743.78
4003 · Adult Hockey Over 40	1,810.40
4005 · Drop-In Hockey/Drop-In Stick	15.00
4010 · Learn to Skate	-1,567.03
4011 · Open Skating	1,831.27
4016 · Private Ice Rental	2,773.48
4017 · Contracted Ice Rental	21,220.00
4020 · Tournament	6,150.00
4054 · Advertising Revenue	188.00
4056 · Birthday Party Revenue	572.30
4058 · Arcade Vending Revenue	487.00
4062 · Broomball Revenue	48.60
4551 · Auditorium Rental	4,134.30
4800 · Concession Revenue	6,729.62
4900 · Pro-Shop Revenue	359.46
4901 · Skate Sharpening/Repai	712.07
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Total Income	51,423.57
Cost of Goods Sold	
5000 · Cost of Goods Sold	7,333.61
	<hr/>
Total COGS	7,333.61
	<hr/>
Gross Profit	44,089.96
Expense	
6000 · Payroll	13,630.81
6001 · Employer Fica Expense	828.95
6002 · FUTA	65.03
6003 · SUTA	41.19
6120 · Bank Service Charges	-417.95
6180 · Insurance	1,154.59
6240 · Miscellaneous	226.80
6261 · Advertising	44.87
6270 · Professional Fees	2,237.50
6300 · Repairs	472.00
6340 · Telephone	400.42
6390 · Utilities	14,123.08
6440 · Snow Removal	640.00
6560 · Payroll Expenses	100.00
6700 · Supplies	1,011.47
	<hr/>
Total Expense	34,558.76
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Net Ordinary Income	9,531.20
	<hr/>
Net Income	<u><u>9,531.20</u></u>

## Wexford County Civic Center

## Profit &amp; Loss

03/10/22

May 2021 through February 2022

Accrual Basis

	May '21 - Feb 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	14,318.06
4001 · Wexford County Payment	41,665.00
4002 · Adult Hockey Under 40	10,566.30
4003 · Adult Hockey Over 40	13,115.36
4005 · Drop-In Hockey/Drop-In Stick	1,079.16
4010 · Learn to Skate	-1,567.03
4011 · Open Skating	12,230.12
4016 · Private Ice Rental	8,815.49
4017 · Contracted Ice Rental	79,905.17
4020 · Tournament	17,828.85
4054 · Advertising Revenue	2,510.00
4056 · Birthday Party Revenue	4,241.37
4058 · Arcade Vending Revenue	907.00
4062 · Broomball Revenue	48.60
4064 · Sponsorship Revenue	23,900.00
4101 · Sign Rental	7,010.00
4551 · Auditorium Rental	46,585.72
4800 · Concession Revenue	36,113.05
4900 · Pro-Shop Revenue	1,850.72
4901 · Skate Sharpening/Repai	3,990.01
<b>Total Income</b>	325,112.95
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	34,923.86
<b>Total COGS</b>	34,923.86
<b>Gross Profit</b>	290,189.09
<b>Expense</b>	
6000 · Payroll	95,035.54
6001 · Employer Fica Expense	7,056.42
6002 · FUTA	236.46
6003 · SUTA	153.11
6120 · Bank Service Charges	1,149.53
6160 · Dues and Subscriptions	295.00
6180 · Insurance	7,464.06
6200 · Interest Expense	122.96
6240 · Miscellaneous	3,165.34
6250 · Postage and Delivery	189.00
6261 · Advertising	1,040.28
6270 · Professional Fees	11,952.50
6300 · Repairs	10,347.33
6340 · Telephone	3,972.72
6350 · Travel & Ent	82.93
6390 · Utilities	84,578.98
6440 · Snow Removal	1,745.00
6560 · Payroll Expenses	1,505.00
6700 · Supplies	11,429.09
<b>Total Expense</b>	241,521.25
<b>Net Ordinary Income</b>	48,667.84
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7030 · Other Income	17,770.28
<b>Total Other Income</b>	17,770.28

**Wexford County Civic Center**  
**Profit & Loss**  
**May 2021 through February 2022**

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	<u>May '21 - Feb 22</u>
Other Expense	
7100 · Sponsorship of Youth	5,000.00
Total Other Expense	5,000.00
Net Other Income	12,770.28
Net Income	<u><u>61,438.12</u></u>

## Profit &amp; Loss

January 2022

	Jan 22
Ordinary Income/Expense	
Income	
4000 · General Admission	1,731.00
4001 · Wexford County Payment	4,166.00
4002 · Adult Hockey Under 40	822.52
4003 · Adult Hockey Over 40	2,304.96
4005 · Drop-In Hockey/Drop-In Stick	34.77
4011 · Open Skating	4,278.40
4016 · Private Ice Rental	402.50
4017 · Contracted Ice Rental	16,214.00
4054 · Advertising Revenue	776.00
4056 · Birthday Party Revenue	1,181.30
4058 · Arcade Vending Revenue	300.00
4101 · Sign Rental	1,050.00
4551 · Auditorium Rental	6,369.01
4800 · Concession Revenue	8,874.84
4900 · Pro-Shop Revenue	415.95
4901 · Skate Sharpening/Repair	1,089.62
<b>Total Income</b>	<b>50,010.87</b>
Cost of Goods Sold	
5000 · Cost of Goods Sold	7,033.30
<b>Total COGS</b>	<b>7,033.30</b>
<b>Gross Profit</b>	<b>42,977.57</b>
Expense	
6000 · Payroll	9,968.74
6001 · Employer Fica Expense	762.62
6002 · FUTA	59.83
6003 · SUTA	37.86
6120 · Bank Service Charges	294.27
6180 · Insurance	1,191.59
6261 · Advertising	35.20
6270 · Professional Fees	2,035.00
6300 · Repairs	3,589.09
6340 · Telephone	400.42
6390 · Utilities	13,234.78
6440 · Snow Removal	1,105.00
6560 · Payroll Expenses	100.00
6700 · Supplies	1,743.40
<b>Total Expense</b>	<b>34,557.80</b>
<b>Net Ordinary Income</b>	<b>8,419.77</b>
<b>Net Income</b>	<b>8,419.77</b>

## Wexford County Civic Center

## Profit &amp; Loss

02/22/22

May 2021 through January 2022

Accrual Basis

	<u>May '21 - Jan 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	13,268.74
4001 · Wexford County Payment	37,499.00
4002 · Adult Hockey Under 40	9,822.52
4003 · Adult Hockey Over 40	11,304.96
4005 · Drop-In Hockey/Drop-In Stick	1,064.16
4011 · Open Skating	10,398.85
4016 · Private Ice Rental	6,042.01
4017 · Contracted Ice Rental	58,685.17
4020 · Tournament	11,678.85
4054 · Advertising Revenue	2,322.00
4056 · Birthday Party Revenue	3,669.07
4058 · Arcade Vending Revenue	420.00
4064 · Sponsorship Revenue	23,900.00
4101 · Sign Rental	7,010.00
4551 · Auditorium Rental	42,451.42
4800 · Concession Revenue	29,383.43
4900 · Pro-Shop Revenue	1,491.26
4901 · Skate Sharpening/Repai	3,277.94
<b>Total Income</b>	<u>273,689.38</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	27,590.25
<b>Total COGS</b>	<u>27,590.25</u>
<b>Gross Profit</b>	<u>246,099.13</u>
<b>Expense</b>	
6000 · Payroll	81,404.73
6001 · Employer Fica Expense	6,227.47
6002 · FUTA	171.43
6003 · SUTA	111.92
6120 · Bank Service Charges	1,567.48
6160 · Dues and Subscriptions	295.00
6180 · Insurance	6,309.47
6200 · Interest Expense	122.96
6240 · Miscellaneous	2,938.54
6250 · Postage and Delivery	189.00
6261 · Advertising	995.41
6270 · Professional Fees	9,715.00
6300 · Repairs	9,875.33
6340 · Telephone	3,572.30
6350 · Travel & Ent	82.93
6390 · Utilities	70,455.90
6440 · Snow Removal	1,105.00
6560 · Payroll Expenses	1,405.00
6700 · Supplies	10,417.62
<b>Total Expense</b>	<u>206,962.49</u>
<b>Net Ordinary Income</b>	<u>39,136.64</u>
<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 2021 through January 2022

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	<u>May '21 - Jan 22</u>
Other Expense	
7100 · Sponsorship of Youth	5,000.00
Total Other Expense	5,000.00
Net Other Income	12,770.28
Net Income	<u><u>51,906.92</u></u>

# Maintenance Report February 2022

## Recap

1. Framed wall in Prosecutor's office, electrical and data were finished 2-15-22
2. Completed multiple at the Jail
3. Installed wall mounted IT cabinet at the Shelter
4. Replaced toilet in the third-floor women's room
5. Moved snow at Lake St, [Dial a ride bus having a hard time making the turn to the exit]
6. Attended AREP meeting, started to get quotes for 3 projects that related to the `Maintenance dept.

## Goals

1. Complete Prosecutors office project [install drywall, paint, doors and locks and paint 1 other office]
2. Move unneeded furniture from the small conference room and from FOC to the old jail
3. Move 2 offices within the Health Dept.
4. Install a door in Mi works office [The door was donated by Nate Swager from Cadillac area public school maintenance dept. from the Junior high before it was torn down]
5. Assisted with the Courthouse heat update
6. Start looking into the cleaning contract that ends in May [extend with Cadillac or put out a RFP]
7. Work on AREP funded

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Rec & Building Committee  
**FROM:** Administration  
**FOR MEETING DATE:** March 15, 2022  
**SUBJECT:** Recreation Plan Proposal

SUMMARY OF ITEM TO BE PRESENTED:

Per the request of the Recreation and Building Committee, Rob Carson, Regional Director of Community Development, Networks Northwest, has provided a proposal to update the Recreation Plan which is due to expire 2023.

The initial proposal Mr. Carson provided is \$24,100.00. The last time the County commissioned Networks Northwest for the Rec Plan, the cost was just under \$3,000.00. After reaching out to Mr. Carson again, he was able to reduce the scope of work and provided a new cost estimate of \$10,600. With the reduce scope of work, county staff will handle the public noticing for input, public notices for adoption plan release and adoption proceedings, facilitation of approval of the plan via resolution and the coordination with the DNR for submission to the “MiGrant” portal.

Both proposals and cost estimates follow. Please note, Mr. Carson placed red text and strikethrough text in the Scope of Work of the items that were removed to get the cost reduced.

RECOMMENDATION:

Discuss the proposals and make a recommendation.

## Attachment A

### SCOPE OF WORK

#### Wexford County Park and Recreation Plan Development:

- Period of Service: August 1, 2022 through February 1, 2024
- Cost: Twenty-Four Thousand One Hundred Dollars (\$24,100)
  - With payment occurring:
    - One half of the contract amount (\$12,050) upon execution of the contract.
    - One half of the contract amount (\$12,050) upon completion of the contract services.

#### Scope of Work:

##### **Executive Summary:**

This planning process will result in a park and recreation plan that meets all of the Michigan Department of Natural Resources' (DNR) requirements for access to its funding sources. The final planning document will include the following: a community description providing context to Wexford County's parks and recreation; a description of Wexford County's administrative structure; an inventory of the County's park and recreation sites including site features; a description of the planning process; a description of the public input process; a set of goals and objectives to guide the County in parks and recreation management for a 5-10 year period; an action program that lists specific projects and funding mechanisms for project implementation; and all supporting documentation required by the DNR.

NN will use a variety of public input techniques to gather sentiments from the community's residents and visitors. These will include a county-wide open house; 3 pop-ups at local events; one input session at two different area schools; and an online survey. The results of this input will be summarized in the final plan with raw data appearing in the appendix. This planning process and the final plan development will be concluded in a manner that will allow the County to submit a 5-year park and recreation plan to the Michigan DNR for funding eligibility starting in 2024.

##### **Contractor Facilitation**

Networks Northwest staff will act as a facilitator and plan/document developer. Staff will gather data and work with the Recreation and Building Committee to synthesize the information utilizing their guidance for plan direction and policy.

##### **Communication**

It is expected that staff will have a primary point of contact to the County Commission and Recreation and Building Committee. Staff will attend Recreation and Building Committee meetings when it is necessary to disseminate information, perform analyses through the Committee, review and receive public input and perform document review and adoption. It is expected that staff will attend 4-6 meetings over the course of the 12-18 month process.

### **Park and Recreation Plan Scope Outline & Process:**

- Review Existing Park and Recreation Plan Content:
  - Pull existing relevant language and content for utilization in the revised plan.
- Acquire Data:
  - GIS data (State & Federal fee free and County fee source) *\*Data acquisition costs are outside estimated cost. GIS data fees are outlined by the Wexford County Equalization Department's fee schedule.*
  - US Census Data
  - Regional Specific Data
  - Data from Esri's Business Analyst Online
- Develop Public Input Process and Administer:
  - Work with the Recreation and Building Committee to develop a survey to be administered.
  - Identify three (3) pop-up events within the County to gather public input.
  - Host a community-wide open house to garner input on parks and recreation locally.
  - Facilitate a planning session at 2 area schools in Wexford County with 20-30 students to identify parks and recreation needs for area youth.
  - Host a project webpage on Networks Northwest's website.
- Develop Community Description and Recreation Inventory:
  - Description of the physical and geographic characteristics of the community
  - Inventory of parks and recreation sites within the County, including site features and ownership
  - Map(s) of park and recreation sites
  - ADA accessibility assessment for County-owned sites
  - Demographic and socio-economic profile of Wexford County
- Develop Primary Plan Content:
  - Introduction
  - Community Description
  - Administrative Structure
  - Recreation Inventory
  - Description of the planning process
  - Description of the public input process
  - Goals and objectives
  - Action program
  - Supporting documentation
- Facilitate County Commission Adoption of 5-Year Park and Recreation Plan
  - Note: THE COUNTY will be responsible for submitting documentation to the Department of Natural Resources via its MiGrants website. If applicable, THE COUNTY will also be responsible for completing the DNR's Post-Completion Self-Certification Report(s) for recreation sites having prior funding through the DNR.

### **Park and Recreation Plan Deliverables:**

- Complete Digital Plan
- Complete Digital Plan prepared for printing

- Digital Plan Files
- GIS Shapefiles
- 4 copies of the final plan

## Attachment A

### SCOPE OF WORK (revised 3/11/2022)

#### Wexford County Park and Recreation Plan Development:

- Period of Service: August 1, 2022 through February 1, 2024
- Cost: Twenty-Four Thousand One Hundred Dollars (\$10,600)
  - With payment occurring:
    - One half of the contract amount (\$5,300) upon execution of the contract.
    - One half of the contract amount (\$5,300) upon completion of the contract services.

#### Scope of Work:

##### Executive Summary:

This planning process will result in a park and recreation plan that meets all of the Michigan Department of Natural Resources' (DNR) requirements for access to its funding sources. The final planning document will include the following: a community description providing context to Wexford County's parks and recreation; a description of Wexford County's administrative structure; an inventory of the County's park and recreation sites ~~including site features~~; a description of the planning process; a description of the public input process; a set of goals and objectives to guide the County in parks and recreation management for a 5-10 year period; an action program that lists specific projects and funding mechanisms for project implementation; ~~and all supporting documentation required by the DNR.~~

~~NN will use a variety of public input techniques to gather sentiments from the community's residents and visitors. These will include a county-wide open house; 3 pop-ups at local events; one input session at two different area schools; and an online survey. The results of this input will be summarized in the final plan with raw data appearing in the appendix. This planning process and the final plan development will be concluded in a manner that will allow the County to submit a 5-year park and recreation plan to the Michigan DNR for funding eligibility starting in 2024.~~

##### Contractor Facilitation

Networks Northwest staff will act as a facilitator and plan/document developer. Staff will gather data and work with the Recreation and Building Committee to synthesize the information utilizing their guidance for plan direction and policy.

##### Communication

It is expected that staff will have a primary point of contact to the County Commission and Recreation and Building Committee. Staff will attend Recreation and Building Committee meetings when it is necessary to disseminate information, perform analyses through the Committee, review and receive public input and perform document review and adoption. It is expected that staff will attend 4-6 meetings over the course of the 12-18 month process.

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- Review Existing Park and Recreation Plan Content:
  - Pull existing relevant language and content for utilization in the revised plan.
- Acquire Data:
  - GIS data (State & Federal fee free and County fee source) *\*Data acquisition costs are outside estimated cost. GIS data fees are outlined by the Wexford County Equalization Department's fee schedule.*
  - US Census Data
  - Regional Specific Data
  - Data from Esri's Business Analyst Online
- Develop Public Input Process and Administer:
  - *Work with the Recreation and Building Committee to develop a survey to be administered.*
  - *Identify three (3) pop-up events within the County to gather public input.*
  - Host a community-wide open house to garner input on parks and recreation locally.
  - *Facilitate a planning session at 2 area schools in Wexford County with 20-30 students to identify parks and recreation needs for area youth.*
  - *Host a project webpage on Networks Northwest's website.*
- Develop Community Description and Recreation Inventory:
  - Description of the physical and geographic characteristics of the community
  - *Inventory of parks and recreation sites within the County, including site features and ownership*
  - *Map(s) of park and recreation sites*
  - ADA accessibility assessment for County-owned sites
  - Demographic and socio-economic profile of Wexford County
- Develop Primary Plan Content:
  - Introduction
  - Community Description
  - Administrative Structure
  - Recreation Inventory
  - Description of the planning process
  - Description of the public input process
  - Goals and objectives
  - Action program
  - Supporting documentation
- *Facilitate County Commission Adoption of 5-Year Park and Recreation Plan*
  - Note: THE COUNTY will be responsible for submitting documentation to the Department of Natural Resources via its MiGrants website. If applicable, THE COUNTY will also be responsible for completing the DNR's Post-Completion Self-Certification Report(s) for recreation sites having prior funding through the DNR.

### **Park and Recreation Plan Deliverables:**

- Complete Digital Plan



- Complete Digital Plan prepared for printing
- Digital Plan Files
- GIS Shapefiles
- 4 copies of the final plan

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Rec & Building Committee  
**FROM:** Administration  
**FOR MEETING DATE:** March 15, 2022  
**SUBJECT:** Vending Machine Discussion

SUMMARY OF ITEM TO BE PRESENTED:

The Bureau of Services for Blind Persons, our current vending machine providers at the courthouse, have provided a 30-day notice of removal of their vending machines.

RECOMMENDATION:

A discussion on finding a new vending machine provider.