



## 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 Thursday, July 7, 2022, beginning at 4:00 p.m. in the Commissioners' Room, 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 MAY 24, 2022, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report (*M. Figliomeni – May/June 2022*)
  - 2. Maintenance Report (*A. Kerr – May/June 2022*)
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**RECREATION & BUILDING COMMITTEE MEETING**  
REGULAR MEETING MINUTES  
May 24, 2022

The Recreation and Building Committee regular meeting was called to order by Chairman Julie Theobald at 10:00 a.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Julie Theobald, Joe Hurlburt, Ben Townsend  
Members Absent: Jason Baughan  
Also Present: Mike Figliomeni, Boon Sports Management Manager; Bruce Baker, Member of Public; Adam Kerr, Maintenance Director; Megan Kujawa, Senior Executive Administrator Assistant; and Joe Porterfield, County Administrator/Equalization Director

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Townsend and supported by Comm. Hurlburt to approve the agenda. A vote was called, all in favor. Motion passed.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Hurlburt and supported by Comm. Townsend to approve the April 26, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Civic Center Report***

Mr. Mike Figliomeni from Boon Sports Management provided a report, which was included in the packet. Mr. Figliomeni informed the committee that the reasoning for the lower than anticipated revenue for March/April was due to the Civic Center not holding a hockey tournament. Otherwise, the year to date looks good. The Civic Center had received a small grant in which they purchased batting cages and those have been a great hit. Comm. Theobald asked why there was a decrease in the Learn to Skate program and Mr. Figliomeni stated that this was due to underestimating these types of programs they offer, but there was has not been a loss and that all programs are doing well. Comm. Theobald asked if Mr. Figliomeni had any concerns with the contract with Fox Motors pushing the snow on the grounds. Mr. Figliomeni stated that he does not.

***G.2. Maintenance Report***

Mr. Adam Kerr, Maintenance Director, stated all the Courthouse window AC units have been installed. The bathrooms on the third floor have been repainted due to having to move and replace the hot water heater, he is looking into building a cover over it. These are the bathrooms that are used by the inmates. Working on getting an RFP together for lawn care and snow removal. He is looking to get bids for repairs of the cement and roof at the Health Department and to repair on the cement here at the Courthouse, so far he hasn't heard from anyone on getting estimates. Mr. Kerr stated that there is an issue at the jail that he would like a catwalk placed to have easier access to the duct work; however, doesn't want to place one in the fear that Granger will null and void any coverage. Mr. Porterfield states that he will work with Mr. Kerr in getting a plan together with Granger to address this and get something in place. Comm. Theobald asked if anything has come to a resolution on getting rid of the pews. Mr. Kerr stated there hasn't been but will get with Ms. Bigger on getting an ad in the paper and on the County website and seek out other means of advertising.

### ***G.3. Fox Motors Contract***

Mr. Joe Porterfield, County Administrator, informed the committee that this agreement has been around for awhile but nobody has touched it in a few years. The Fair Board approached him and stated that they weren't pleased with how the snow was pushed onto the property and that the gate wasn't being maintained and locked. The contract that is being presented is a renewed contract and the only difference being that instead of the \$300/year that was being paid to the County and then being paid to the Fair Board will be sent straight the Fair Board. If there are any issues though and standards are not being met, then the Fair Board will contact the County in which the County will then address the concerns with Fox Motors. Mr. Porterfield stated that the contract was sent and approved by legal, there was some added verbiage on insurance and liability, so that the County isn't liable.

**A motion was made by Comm. Townsend and supported by Comm. Hurlburt to forward to the full board a recommendation to approve the Fox Motors Snow Removal and Storage Agreement, as it is presented. A vote was called, all in favor. Motion passed.**

### ***G.4. Trails to Rails Discussion***

Bruce Baker, member of the public, wanted to talk to the committee about the motion and plans that he has. Mr. Baker informed the committee that he is an avid biker and has rode thousands of miles all over the Country. There is a popular program on the east side of the country that builds bike paths next to railroads. He has been working with the local agencies to get a bike path from Cadillac to Traverse City. As far as he is aware everyone is in support of it but was told that he needed to come speak with the Recreation and Building Committee. Mr. Baker informed the committee that as of right now there is nothing that he needs from the committee or board. Comm. Theobald stated that the County is working on updating the Recreation plan and would like this to be mentioned and included. Comm. Townsend said that Mr. Baker has their blessing and will be here if he needs anything.

### ***G.5. Recreation and Building Time/Day Discussion***

Comm. Theobald stated that because Comm. Baughan is a schoolteacher and is unable to meet at the current day/time of the committee meetings, she would like to change it to the first Thursday of the month at 4 pm. Comm. Townsend stated that this would start in July since the first Thursday of June is next week.

**A motion was made by Comm. Hurlburt and supported by Comm. Townsend to approve the Recreation and Building Committee meeting day will now be the first Thursday of the month starting in July at 4pm. A vote was called, all in favor. Motion passed.**

### **CORRESPONDENCE**

None.

### **ADMINISTRATOR'S COMMENTS**

Mr. Porterfield, County Administrator, stated that he worked with Mr. Kerr to get the contract with Fox Motors to meet the expectations of the County and the Fair Board. Mr. Porterfield and Mr. Kerr had hoped that separating the janitorial services from the lawn/snow services that they would get more bids but that wasn't the case. They are hoping to have the RFP for the lawn and snow services ready to be advertised here shortly. There was a group in last week that did a walk through/survey on updating the HVAC system in the historic part of the Courthouse; however, there was two suggestions that were made and both were quoted in the three million-plus range. There will be another RFP put out for that project as well, ARPA funds are available to do this and Mr. Porterfield stated that if we don't take advantage of the opportunity of funds the County will never have the funds available again to complete. Mr. Kerr stated that there is a lot of labor and work to be done and needs to be done in order to update the HVAC in the historic Courthouse.

Mr. Porterfield wanted to remind the committee that the unveiling of the Memorial Wall is this Thursday at 10am, Chair Taylor asked that Mr. Porterfield say a few opening comments and remarks to which he gladly accepted. Mr. Porterfield stated that he is very thankful for the staff that he has working with him and that the County is very blessed for the hard work that the employees do.

Comm. Theobald stated that she was approached by a few local agencies that weren't aware of the RFP for janitorial services and she wanted to know how the Administration office advertises the RFP's. Mr. Porterfield stated that the length of advertisement depends on the project but standard is that the RFP is advertised in the paper several times and is posted on the County website. He stated the public who are in interested in postings can periodically check the website. Comm. Theobald asked how long at the RFP typically posted for before they are due. Mr. Porterfield informed the committee that RFP posting vary but typically it is posted for at least a thirty day minimum.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

Comm. Theobald thanked everyone for their input and discussion.

**ADJOURN**

**A motion was made by Comm. Hurlburt and supported by Comm. Townsend to adjourn the meeting at 10:40 a.m.**

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Julie Theobald, Chairman

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Megan Kujawa, Recording Secretary