

WEXFORD COUNTY  
**RECREATION & BUILDING COMMITTEE MEETING**  
REGULAR MEETING MINUTES  
July 7, 2022

The Recreation and Building Committee regular meeting was called to order by Chair Julie Theobald at 4:00 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Julie Theobald, Joe Hurlburt, and Jason Baughan  
Members Absent: Ben Townsend  
Also Present: Jami Bigger, Deputy County Administrator/ HR Director; Mike Figliomeni, Boon Sports Management Manager; 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. Baughan 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. Baughan to approve the May 24, 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, Boon Sports Management provided, a profit/loss report, which was distributed at the beginning of the meeting. Mr. Figliomeni informed the committee that May/June was a slow month. There was a lot of cleaning taking place. Replacing the kitchen equipment, the new freezer is in place, they will be disposing of the other kitchen appliances and replacing with new ones. The old ones hold no value. They are looking to replace the flooring and cabinets. Open skate night has been and continues to be a popular event at the Civic Center. They are looking into replacing and getting skates; it is an anticipated purchase in the budget they knew this was going to be coming within the last couple of years. An avid supporter of the ice skating programs and one who maintained the ice for years has passed away and BSM will be purchasing a memorial plaque to be displayed in his honor at the rinks.

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

Mr. Adam Kerr, Maintenance Director, distributed his report. Mr. Kerr informed the committee June had been a slow month. His report included the following

- Repaired jammed sewage grinder in the basement of the jail
- Converted two parking spots at the Health Department
- Replaced a section of 2" copper pipe that was leaking at the jail
- Replaced two lawn irrigation valves
- Completed multiple work orders
- Replaced a fan in the first floor restroom
- Repainted one of the Veterans' offices
- Removed unneeded chairs from the Health Department

- Disconnected main power to Octagon Building and removed underground wire
- Repaired water line under Grandstands

Mr. Kerr mentioned that him and Mr. Porterfield are finalizing the RFP for lawn care and snow removal and hope to have it posted by Monday.

### **CORRESPONDENCE**

None.

### **ADMINISTRATOR'S COMMENTS**

Mr. Porterfield, County Administrator, informed the committee that the Fox Motors contract has been all sorted and finalized. Mr. Porterfield stated that he had received a well written letter from a juror who had concerns on the handicap accessibility of the historic side of the courthouse. Mr. Porterfield has written a letter back to him thanking him for reaching out and inquired if he would be able to come in and walk through the building with him and Mr. Kerr to see where improvements could be made.

Chair Theobald, stated she was pleased to see Mr. Porterfield invite him back, it might be difficult to make large improvements to the historic side but it is worth bringing him back to get a different viewpoint.

Mr. Porterfield stated that he has been getting quotes and looking into new security features, such as the new metal detector and a bag scanner similar to those at TSA.

### **PUBLIC COMMENTS**

None.

### **COMMITTEE COMMENTS**

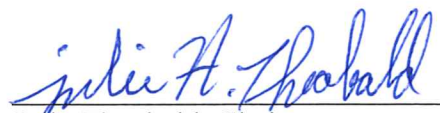
Comm. Hurlburt wished to compliment Mr. Porterfield and Ms. Bigger on how well they worked together and thanked them for their efforts. Mr. Porterfield stated that he appreciates the support that the board has given him, his staff, and his department over the years and having the support to take on this new role. Ms. Bigger thank Comm. Hurlburt and stated that she is happy to work with Mr. Porterfield and to share the duties.

### **CHAIR COMMENTS**

Comm. Theobald thanked the Committee and Administration for their efforts.

### **ADJOURN**

**A motion was made by Comm. Hurlburt and supported by Comm. Baughan to adjourn the meeting at 4:13 p.m.**



Julie Theobald, Chair



Megan Kujawa, Recording Secretary