



## 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, September 1, 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
  - 1. AUGUST 9, 2022, REGULAR MEETING MINUTES..... 1
  - 2. AUGUST 23, 2022, SPECIAL MEETING MINUTES ..... 3
- F. PUBLIC COMMENTS

*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Civic Center Report (*M. Figliomeni – July 2022*)..... 5
  - 2. Maintenance Report (*A. Kerr – July 2022*)..... 7
  - 3. Courthouse Perimeter Fencing Discussion
  - 4. Live-Streaming Board Meetings Discussion
- 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  
August 4, 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, Jason Baughan, Joe Hurlburt, and Ben Townsend  
Members Absent: None.  
Also Present: Jami Bigger, Deputy County Administrator/ HR Director; Mike Figliomeni, Boon Sports Management; and Megan Kujawa, Senior Executive Administrator Assistant

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Townsend and supported by Comm. Baughan to approve the July 7, 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 this time of the year is a slow time for the Civic Center and the financials are as expected. There was a breaker that was blown on one of the poles that the Civic Center is responsible for, and Shoreline Electric worked with Consumers Energy to get everything back and running. The dehumidifier is in place, and they are looking to run it through the summer as suggested by the contractor. Nearly all replacements have been made in the kitchen, working on getting the floors redone. Unfortunately, at this time the cabinets can't be replaced due to cost, but they are looking into fixing the ones that are there. There is a portion of the fencing at the corner that they are looking to get repainted. Roughly 90-95 skates have been ordered and should be here by October/November if all goes well.

Comm. Townsend suggested that if there is funding assistance that Mr. Figliomeni needs, he should form a proposal and bring it to a Recreation and Building Committee or Finance Committee to be forwarded to the ARPA committee.

Chair Theobald questioned if there has been any issues with parking since the Octagon Building restoration has taken place. It was confirmed that there have not been any issues.

Comm. Hurlburt commented that Mr. Figliomeni and his board are doing a great job and the County is lucky to have them.

**G.2. Maintenance Report**

Mr. Adam Kerr, Maintenance Director, was not present, a report was provided at the meeting. In July, maintenance painted a conference room for the Veterans Department, replaced a broken sink drain on the third floor of the Courthouse, and completed normal work requests from departments. Upcoming is working with Otis Elevator for the update, working on the budget for 2023, and overseeing the roof repairs at the Health Department and sidewalk repairs at the Health Department and Courthouse.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Bigger, Deputy County Administrator, stated that Mr. Reedy, part-time maintenance, put in his resignation and his last day will be August 5, 2022. His position has been posted.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Townsend apologized for missing last month's meeting.

**CHAIR COMMENTS**

Chair. Theobald thanked the Committee for attending and that she has received contact information for the Garden Club and will be reaching out to them to have them attend a meeting to hopefully tend to the flowers at the front of the Courthouse and maybe do some minor gardening of flowers like there used to be.

**ADJOURN**

**A motion was made by Comm. Baughan and supported by Comm. Hurlburt to adjourn the meeting at 4:12 p.m.**

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Julie Theobald, Chair

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Megan Kujawa, Recording Secretary

WEXFORD COUNTY  
RECREATION & BUILDING COMMITTEE MEETING  
SPECIAL MEETING MINUTES  
August 23, 2022

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

Members Present: Julie Theobald, Jason Baughan, and Ben Townsend  
Members Absent: Joe Hurlburt.  
Also Present: Jami Bigger, Deputy County Administrator/ HR Director; Megan Kujawa, Sr. Exec. Admin. Assistant; Joe Porterfield, County Administrator/Equalization Director; and Roxanne Snyder, Register of Deeds.

**APPROVAL OF THE AGENDA**

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

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Live-Streaming Board Meetings Discussion***

Chair Theobald, stated that she called this meeting because she would like to ensure that the Recreation and Building Committee is on the same page to be able to forward their recommendations to the full board.

Mr. Porterfield, County Administrator, stated that Administration has been looking into what options are available. There was mention of live streaming it through YouTube, and since it was noted, it would take away the background noises while allowing those to rewatch the meetings at a later date. Mr. Porterfield reached out the company that set up the equipment because all the equipment was set up for Zoom, and he hasn't heard back but hopes that by the next Recreation and Building Committee meeting that there will be further news and a suggested direction.

Comm. Townsend discussed how he is very familiar with the use of YouTube for streaming and that he would be happy to assist in whatever way is needed. There was further discussion on the community standards of YouTube, creation of a YouTube channel, how to store or download the recorded meetings, along with when to remove them from the site.

**A motion was made by Comm. Townsend and supported by Comm. Baughan to request Administrators to provide and present any possible solutions at the next Recreation and Building Committee meeting so that Board meetings could be live-streamed to the public. A vote was called, all in favor. Motion passed.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated he hopes they will be able to provide a solution to continue live streaming the Board meetings. He went on to state that there was a mention that the perimeter fence needs to be repaired and says that he will be looking at the fencing tomorrow.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Baughan thanked everyone for being here and being able to brainstorm ideas.  
Comm. Townsend hopes that Administration is able to find solutions.

**CHAIR COMMENTS**

Chair. Theobald thanked the Committee for attending and stated that she would like the fencing discussion added to the next meeting's agenda.

**ADJOURN**

**A motion was made by Comm. Baughan and supported by Comm. Townsend to adjourn the meeting at 3:19 p.m.**

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Julie Theobald, Chair

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Megan Kujawa, Recording Secretary

DRAFT

## Wexford County Civic Center

## Profit &amp; Loss

08/25/22

July 2022

Accrual Basis

	<u>Jul 22</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	933.00
4001 · Wexford County Payment	4,167.00
4010 · Learn to Skate	2,300.00
4016 · Private Ice Rental	30.00
4064 · Sponsorship Revenue	8,841.70
4101 · Sign Rental	2,350.00
4551 · Auditorium Rental	9,364.25
4800 · Concession Revenue	1,413.29
4901 · Skate Sharpening/Repai	15.00
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Total Income	29,414.24
Cost of Goods Sold	
5000 · Cost of Goods Sold	901.88
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Total COGS	901.88
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Gross Profit	28,512.36
Expense	
6000 · Payroll	10,501.25
6001 · Employer Fica Expense	803.34
6002 · FUTA	12.44
6003 · SUTA	7.87
6115 · Business Licenses and Permits	223.25
6180 · Insurance	1,154.59
6250 · Postage and Delivery	120.00
6261 · Advertising	12.95
6340 · Telephone	415.86
6350 · Travel & Ent	71.77
6390 · Utilities	4,760.35
6560 · Payroll Expenses	100.00
6700 · Supplies	1,539.70
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Total Expense	19,723.37
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Net Ordinary Income	8,788.99
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Net Income	<u><u>8,788.99</u></u>

## Wexford County Civic Center

## Profit &amp; Loss

08/25/22

May through July 2022

Accrual Basis

	<u>May - Jul 22</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	2,664.49
4001 · Wexford County Payment	12,500.00
4010 · Learn to Skate	2,300.00
4016 · Private Ice Rental	111.00
4054 · Advertising Revenue	125.00
4056 · Birthday Party Revenue	193.90
4058 · Arcade Vending Revenue	261.00
4064 · Sponsorship Revenue	8,841.70
4101 · Sign Rental	5,408.05
4551 · Auditorium Rental	16,889.38
4800 · Concession Revenue	4,487.62
4900 · Pro-Shop Revenue	5.00
4901 · Skate Sharpening/Repai	15.00
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Total Income	53,802.14
Cost of Goods Sold	
5000 · Cost of Goods Sold	5,535.70
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Total COGS	5,535.70
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Gross Profit	48,266.44
Expense	
6000 · Payroll	23,620.11
6001 · Employer Fica Expense	1,787.22
6002 · FUTA	22.14
6003 · SUTA	14.05
6115 · Business Licenses and Permits	223.25
6120 · Bank Service Charges	-116.01
6180 · Insurance	3,463.77
6200 · Interest Expense	65.46
6240 · Miscellaneous	1,390.26
6250 · Postage and Delivery	120.00
6261 · Advertising	131.68
6270 · Professional Fees	1,185.00
6300 · Repairs	1,056.37
6340 · Telephone	1,247.58
6350 · Travel & Ent	104.95
6390 · Utilities	21,612.13
6560 · Payroll Expenses	300.00
6700 · Supplies	4,761.85
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Total Expense	60,989.81
Net Ordinary Income	-12,723.37
Other Income/Expense	
Other Income	
7030 · Other Income	23,938.09
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Total Other Income	23,938.09
Other Expense	
7100 · Sponsorship of Youth	2,215.18
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Total Other Expense	2,215.18
Net Other Income	21,722.91
Net Income	<hr/> <hr/> <b>8,999.54</b>

# September 2022 Maintenance Report

## Recap

1. Cleaned sewage grinder [ jammed] at the Jail.
2. Completed multiple work orders at the Jail [ plumbing / locks/washer]
3. Assembled conference table and chairs at Lake St.
4. Replaced back flow preventor in the pig barn [ On Saturday after driving to Big Rapids for a replacement]
5. Completed multiplied request from the Fair board [ water heater/roof sealant/plugged toilets and drains] With help from the Fair board, Thank you Fair board

## Goals

1. Find a replacement for the open part time position
2. Install the spare replacement sewage grinder cutter assembly [ keeps jamming]
3. Repair smaller potholes in the Lake St. parking lot, investigate options for a temporary fix for the skunking storm drain
4. Sell the old benches from the third floor
5. Install door latch pick proof cover at the Health dept.