



## 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, February 02, 2023, 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 DECEMBER 01, 2022 REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Maintenance Report (*A. Kerr*) ..... 3
  - 2. Civic Center Report (*M. Figliomeni*)
    - a. November 2022 ..... 4
  - 3. Parks and Recreation Plan Review (*Mathew Cooke, Networks Northwest*) ..... 7
  - 4. Narcan Vending Machines at District Health Department #10 Discussion
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS  
*Open for any public comments*
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**RECREATION & BUILDING COMMITTEE MEETING**  
 REGULAR MEETING MINUTES  
 December 01, 2022

The Recreation and Building Committee regular meeting was called to order by Chair Julie Theobald at 4:0 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Julie Theobald, Chair, Jason Baughan, Joe Hurlburt, and Ben Townsend  
 Members Absent: None.  
 Also Present: Jami Bigger, Deputy County Administrator / HR Director; and Megan Kujawa, Sr. Exec. Admin. 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 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made Comm. Baughan and supported by Comm. Townsend to approve the November 03, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Maintenance Report***

Mr. Adam Kerr, Maintenance Director, was not present, a report was provided in the packet.

***G.2. Civic Center Report***

Mr. Mike Figliomeni, Boon Sports Management, was not present. A profit/loss report was distributed at the beginning of the meeting.

***G.3. Door Overhang Discussion***

Madame Chair Theobald informed the committee that she had asked that this be added to the agenda because she serves on the District Health Department #10 Board of Health along with Commissioner Taylor; and it had been brought to the attention of Commissioner Taylor, herself, and Administration that the health department building has been paid off.

In addition to that some employees at the health department and courthouse have requested the employee entrances should have an overhang to protect from the elements while entering the building. Madame Chair Theobald stated that she would like to see this done for the employees.

**A motion was made by Comm. Baughan and supported by Comm. Hurlburt to have Mr. Kerr, Maintenance Director get quotes per County Policy for the placement of overhangs at the employee entrances of the Courthouse and the Health Department. A vote was called, all in favor. Motion passed 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Ms. Bigger, Deputy County Administrator, informed the committee that the X-Ray machine for the front security has been delivered. The company will be here on Wednesday to install and for training. Starting on Monday the elevator will be out of commission for the month of December due to the new elevator being installed and it was quoted to take a minimum of four weeks.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Hurlburt and supported by Comm. Baughan to adjourn the meeting at 4:08 p.m. A vote was called, all in favor. Motion passed 4-0.**

---

Julie Theobald, Chair

---

Megan Kujawa, Recording Secretary

# Maintenance Dept. Report 1-27-23

## Recap

1. Painted Clerks office bathroom remove stall wall and door.
2. Painted the Jami's new office.
3. Assisted with installation of water softener at the jail.
4. Completed multiple work orders at the jail.
5. Built 2 work benches for the mechanical chases for the jail.
6. Assisted Otis with the elevator update [ worked 2 Saturdays and MLK day ]
7. Help load benches from storage.
8. Repaired elevator floor and replace the carpet.
9. Moved snow piles in the courthouse parking lot.
10. Replace front turn signals and head light / turn signals mount-guards on the loader, check fluids, filter, tire pressure.

## Goals

1. Move office furniture after elevator is done.
2. Remove desk / workstation from Megan's area down to the first floor.
3. Repair dry wall under the stairs after the State approves the elevator.
4. Install 12 stools in the jail.
5. Install new dog doors on the south side at the shelter.
6. Finish work request at the jail.
7. Work on FOC wish list [ signs, door locks, parking lot lights, Handicap parking spots]

## Profit &amp; Loss

November 2022

	<u>Nov 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	703.78
4001 · Wexford County Payment	4,167.00
4002 · Adult Hockey Under 40	3,000.00
4003 · Adult Hockey Over 40	3,000.00
4017 · Contracted Ice Rental	14,704.00
4020 · Tournament	1,800.00
4056 · Birthday Party Revenue	495.35
4064 · Sponsorship Revenue	1,000.00
4551 · Auditorium Rental	700.70
4800 · Concession Revenue	6,385.38
4900 · Pro-Shop Revenue	1,232.04
4901 · Skate Sharpening/Repai	580.08
	<hr/>
<b>Total Income</b>	37,768.33
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	2,953.86
	<hr/>
<b>Total COGS</b>	2,953.86
	<hr/>
<b>Gross Profit</b>	34,814.47
<b>Expense</b>	
6000 · Payroll	12,418.15
6001 · Employer Fica Expense	950.00
6002 · FUTA	38.39
6003 · SUTA	24.34
6120 · Bank Service Charges	69.43
6180 · Insurance	1,154.59
6270 · Professional Fees	1,370.00
6300 · Repairs	1,685.00
6340 · Telephone	294.81
6390 · Utilities	12,913.04
6560 · Payroll Expenses	100.00
6700 · Supplies	168.20
	<hr/>
<b>Total Expense</b>	31,185.95
	<hr/>
<b>Net Ordinary Income</b>	3,628.52
	<hr/>
<b>Net Income</b>	<u><u>3,628.52</u></u>

## Wexford County Civic Center

## Profit &amp; Loss

01/05/23

May through November 2022

Accrual Basis

	<u>May - Nov 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	10,714.64
4001 · Wexford County Payment	29,167.00
4002 · Adult Hockey Under 40	5,000.00
4003 · Adult Hockey Over 40	5,000.00
4005 · Drop-In Hockey/Drop-In Stick	647.06
4010 · Learn to Skate	2,300.00
4011 · Open Skating	1,165.13
4016 · Private Ice Rental	2,315.59
4017 · Contracted Ice Rental	19,404.00
4020 · Tournament	9,582.30
4054 · Advertising Revenue	125.00
4056 · Birthday Party Revenue	2,760.85
4058 · Arcade Vending Revenue	261.00
4064 · Sponsorship Revenue	18,290.50
4101 · Sign Rental	5,408.05
4551 · Auditorium Rental	30,485.93
4800 · Concession Revenue	15,922.69
4900 · Pro-Shop Revenue	2,288.90
4901 · Skate Sharpening/Repai	1,322.23
<b>Total Income</b>	<u>162,160.87</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	14,201.99
<b>Total COGS</b>	<u>14,201.99</u>
<b>Gross Profit</b>	147,958.88
<b>Expense</b>	
6000 · Payroll	67,955.71
6001 · Employer Fica Expense	5,175.84
6002 · FUTA	99.87
6003 · SUTA	63.33
6115 · Business Licenses and Permits	223.25
6120 · Bank Service Charges	-38.65
6180 · Insurance	8,082.13
6200 · Interest Expense	349.85
6235 · Uniforms/Sfaff Attire	1,650.23
6240 · Miscellaneous	1,390.26
6250 · Postage and Delivery	286.00
6261 · Advertising	627.53
6270 · Professional Fees	2,850.00
6300 · Repairs	8,803.87
6340 · Telephone	2,668.92
6350 · Travel & Ent	321.94
6390 · Utilities	48,223.07
6560 · Payroll Expenses	700.00
6700 · Supplies	10,617.82
<b>Total Expense</b>	<u>160,050.97</u>
<b>Net Ordinary Income</b>	-12,092.09
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7030 · Other Income	23,938.09
<b>Total Other Income</b>	<u>23,938.09</u>

8:07 AM

01/05/23

Accrual Basis

**Wexford County Civic Center**

**Profit & Loss**

May through November 2022

---

	<u>May - Nov 22</u>
Other Expense	
7100 · Sponsorship of Youth	7,215.18
Total Other Expense	<u>7,215.18</u>
Net Other Income	<u>16,722.91</u>
Net Income	<u><u>4,630.82</u></u>

January 26, 2023

**To:** Wexford County Building and Recreation Committee – Board of Commissioners

**Fr:** Mathew Cooke, Community Planner

**Re:** Wexford County Parks and Recreation Plan

**Timeline**

Between this meeting and March, I am hopeful that we can finalize a survey to be sent out from approximately Monday, March 6<sup>th</sup> to Monday, May 1<sup>st</sup> (available for 8 weeks of response). The survey will be advertised through various means including emails to various organizations and all local units of government, social media, and news releases. Additionally a flyer will be created which will include a QR code and a survey link that is easy to type into a browser (ex: WexfordRecSurvey).

One of the important aspects to this plan development will stem from the multiple public input opportunities in addition to the survey. We are currently planning for 3 pop up events, 1 community open house, and planning sessions at 2 area schools. While the public input is being gathered, we will work on developing a draft plan for Committee review, including the community description and recreation inventory. Towards the end of the summer, we should be developing and refining the goals and objectives and action plan, culminating in a full draft by September.

After the full draft has been approved for release by the Building and Recreation Committee, the 30 day public comment period can begin. Following the comment period, the approval process can begin which includes a public hearing. This public hearing can take place at a Building and Recreation Committee meeting, who will recommend approval of the plan to the Board of Commissioners, who will ultimately approve and adopt the plan by resolution. The plan must be adopted by the County prior to and submit to the Michigan Department of Natural Resources by February 1, 2024.

**Survey**

Attached for your review and input is the beginning stages of a public input survey. This has been developed from previous surveying experience and the existing County Parks and Recreation Plan. Please feel free to add, change, or ask questions about any of the surveying. As mentioned above, I am hopeful that we can finalize this survey by the March meeting so we can release the survey for response. At the March meeting, we will have the flyer available for review.

**Public Input Sessions**

We are in the early stages of planning for these, so I would like to have a brief discussion to gain some ideas of locations, venues, times, etc. that we can host 3 pop up events. Additionally, a brief discussion for the Community Open House would be beneficial. Lastly as a point of information, Zach Vega, Community Planner, is working towards gathering school public input. We previously had a receptive conversation with Jennifer Brown, CAPS Superintendent, about this. We anticipate working with multiple 6<sup>th</sup> grade classes and multiple 9<sup>th</sup> grade classes to gain additional perspective.



## Intro

Are you a permanent resident of Wexford County?

- I am a permanent resident within Wexford County
- I am a seasonal resident in Wexford County
- I am not a Wexford County resident

Please select the City, Village, or Township you reside in.

- City of Cadillac
- City of Manton
- Village of Buckley
- Village of Harrietta
- Village of Mesick
- Antioch Township
- Boon Township
- Cedar Creek Township
- Cherry Grove Township
- Clam Lake Township
- Colfax Township
- Greenwood Township
- Hanover Township
- Haring Township
- Henderson Township
- Liberty Township
- Selma Township
- Slagle Township
- South Branch Township
- Springville Township
- Wexford Township

When I am not in Wexford County, I reside in

If you are not a Wexford County resident, please specify your community of residence.

Please identify your age group.

- 11 years old and under
- 12 years old to 19
- 20 years old to 40
- 41 years old to 60
- 61 years old and up

## Recreational Activities

What recreational activities does your household enjoy? Select all that apply.

- Walking
- Hiking
- Running
- Biking
- Fishing
- Canoeing
- Kayaking
- Paddle Boarding
- Playground
- Picnicking
- Basketball
- Baseball
- Softball
- Soccer
- Volleyball
- Pickleball
- Tennis
- Skateboarding
- Disc Golf
- Snowshoeing

- Winter Skiing
- Snowmobiling
- Concerts
- Car Shows
- Festivals
- Nature/Wildlife Viewing
- Others (Please specify below)

How often do you participate in recreational activity each week?

- Daily
- 4-6 times a week
- 2-3 times a week
- Once a week
- Occassionally
- Rarely

What is the primary reason for your recreational activity?

- Physical Health
- Mental Health
- Socialization
- Nature
- Athletic Competition
- Other (please specify)

Are there barriers that prevent you from participating or using Wexford County parks or recreational assets?

- No, there are no barriers for me to use or participate
- Yes, there are barriers that prevent me from using or participating

If yes, please specify the barriers. As a reminder, this survey does not and will not have identifying information to responses.

What new or expanded recreational opportunities are needed in Wexford County? Please select your top 3.

- Walking
- Hiking
- Running
- Biking
- Fishing
- Canoeing
- Kayaking
- Paddle Boarding
- Playground
- Picknicking
- Recreational Sports

What type of facilities do you think the County could have more of?

- Natural Areas
- Facilities for winter activities
- Facilities for waterfront activities
- Trails (off-road, unimproved)
- Trails (hard surface, paved)
- Facilities for 5-12 year olds
- Facilities for 12-19 year olds
- Facilities for 60 plus year olds

## Wexford County Facilities and Parks

How often do you use the following County recreation facilities?

	Often	Occasionally	Rarely	Never
The Wexford Civic Center & Northern District Fairgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pinoco County Park (in Boon Township)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Which facilities do you or members of your household use at the Wexford Civic Center?

- Ice Arena
- Civic Auditorium
- Fair Grounds
- Not Applicable
- Other (Please specify)

Where would you like to see improvements to Wexford County parks?

- The Wexford Civic Center & Northern District Fairgrounds
- Pinoco County Park
- No improvements are needed at this time
- Other (please specify)

What improvements would you like to see at The Wexford Civic Center & Northern District Fairgrounds?

What improvements would you like to see at Pinoco County Park?

Where do you believe a park could be added to Wexford County? (Heat Map)



### Goals and Objectives, Action Plan

Please select the goals that you support.

- Provide recreation facilities that are available to residents of all ages and abilities, and that are operated on a year-round basis.
- Maintain and improve existing County parks and recreation facilities
- Support and promote Wexford County as a trail destination with an interconnected trail system
- Other Goals to Consider (Please specify)

What ways can the County achieve the goal of providing recreation facilities that are available to residents of all ages and abilities, and that are operated on a year-round basis?

What ways can the County maintain and improve existing County parks and recreation facilities?

What ways can the County support and promote Wexford County as a trail destination with an interconnected trail system?

Are there any specific recreation projects you would like the County to consider?

Please provide general comments below on Wexford County Parks and Recreation system, specific facilities, or your ideas on how to improve recreational opportunities.

Powered by Qualtrics