



## 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, April 06, 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 MARCH 02, 2023 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*) ..... 4
  - 3. Wexford Parks and Rec Plan Memo – Networks Northwest ..... 7
- 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  
March 02, 2023

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, Jason Mitchell, and Ben Townsend  
Members Absent: None.  
Also Present: Mathew Cooke, Networks Northwest; Angie Gullekson, Public Health Educator District Health Department #10; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec. Admin. Assistant; Joe Porterfield, County Administrator/Equalization; Roxanne Snyder, Treasurer; and Catholic Human Services Recovery Coaches

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Baughan 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. Townsend and supported by Comm. Baughan to approve the February 02, 2023 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 present. Mr. Kerr discussed with the committee that the elevator was completed and up and running. He mentioned that there is a large project at the Wex/Fairgrounds concerning the sewer lines and he is working with Mr. Porterfield to see the best and most cost-effective course of action.

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

Mr. Mike Figliomeni, Boon Sports Management, was not present. No report was provided.

***G.3. Parks and Recreation Plan***

Mathew Cooke, Community Planner, Networks Northwest, was present to discuss the provided updated survey and that if the committee is okay with it then he is ready to start distributing the survey on Monday. The committee stated that they are okay with that.

***G.4. Narcan Vending Machines at District Health Department #10***

Ms. Gullekson, Public Educator for the District Health Department #10 was present, informational flyers were distributed to the committee. Ms. Gullekson reviewed the flyers and the Narcan program with the committee.

The committee discussed with Ms. Gullekson, placement of the Narcan box, the ordering of supplies, and who would be monitoring the box.

**A motion was made by Comm. Mitchell and supported by Comm. Baughan to forward a recommendation to the full board to approve the placement of Narcan box at the Health Department, contingent on an attorney approved agreement. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Mr. Porterfield informed the committee that the County officially owns the Health Department property/building, there are some administrative changes that need to be done to the deed before filing. There will be a attorney approved contract being sent to the Executive Committee regarding Boon Sports Management, this is due to a phone line that was struck by lightning and because of the current contract they weren’t able to submit a claim to our insurance company and had to pay out of pocket for the repairs. He is working on getting the closing date for the two remaining lots there were previously approved for purchase since the survey and environmental studies have been completed.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

Comm. Townsend cautioned the committee that everyone should be educating and informing themselves on the programs regarding drug use and rehabilitation and what the projected outcomes are.

**CHAIR COMMENTS**

Chair Theobald thanked everyone for their efforts.

**ADJOURN**

**A motion was made by Comm. Baughan and supported by Comm. Townsend to adjourn the meeting at 5:00 p.m. A vote was called, all in favor. Motion passed 4-0.**

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Julie Theobald, Chair

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Megan Kujawa, Recording Secretary

# 4- 23 Maintenance Report

## Recap

1. Moved snow piles at Lake street and Court house
2. Install new dog doors at the shelter.
3. Moved furniture to storage from the Court house and a rack of folding chairs back to the jail.
4. Met with contractors to get a quote to repair sewers line at the Fairgrounds.
5. Completed multiple work orders at the Jail.
6. Installed signage at FOC.
7. Replaced cutting edge on loader bucket.
8. Installed 9 new stools and moved 3 benches in the jail.

## Goals

1. Comply with new city grease trap inspections reports.
2. Install signpost in lake street parking lot for FOC.
3. Investigate a low-cost temporary band aid for the lake street parking lot.
4. Rent the bucket lift and repair the outside trim at the health dept. Lake St. and replace parking lot lights- flagpole ropes as needed.
5. Assist with sewer line repair and remodel of rest rooms.

## Wexford County Civic Center

## Profit &amp; Loss

04/04/23

February 2023

Accrual Basis

	<u>Feb 23</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	410.00
4001 · Wexford County Payment	4,167.00
4002 · Adult Hockey Under 40	378.72
4003 · Adult Hockey Over 40	2,958.42
4010 · Learn to Skate	80.00
4011 · Open Skating	2,850.81
4016 · Private Ice Rental	252.85
4017 · Contracted Ice Rental	12,298.00
4020 · Tournament	7,088.80
4054 · Advertising Revenue	82.00
4056 · Birthday Party Revenue	667.45
4064 · Sponsorship Revenue	9,200.00
4551 · Auditorium Rental	1,000.00
4800 · Concession Revenue	6,896.61
4900 · Pro-Shop Revenue	608.04
4901 · Skate Sharpening/Repai	561.41
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Total Income	49,500.11
Cost of Goods Sold	
5000 · Cost of Goods Sold	6,511.77
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Total COGS	6,511.77
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Gross Profit	42,988.34
Expense	
6000 · Payroll	12,596.05
6001 · Employer Fica Expense	963.59
6002 · FUTA	75.57
6003 · SUTA	70.56
6180 · Insurance	554.59
6270 · Professional Fees	1,235.00
6340 · Telephone	194.82
6390 · Utilities	13,855.28
6560 · Payroll Expenses	100.00
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Total Expense	29,645.46
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Net Ordinary Income	13,342.88
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Net Income	<u><u>13,342.88</u></u>

	May '22 - Feb 23	M
Ordinary Income/Expense		
Income		
4000 · General Admission	12,618.49	
4001 · Wexford County Payment	41,667.00	
4002 · Adult Hockey Under 40	11,378.72	
4003 · Adult Hockey Over 40	13,958.42	
4005 · Drop-In Hockey/Drop-In Stick	1,352.06	
4010 · Learn to Skate	2,380.00	
4011 · Open Skating	10,743.15	
4016 · Private Ice Rental	4,760.22	
4017 · Contracted Ice Rental	65,025.00	
4020 · Tournament	18,471.10	
4054 · Advertising Revenue	707.00	
4056 · Birthday Party Revenue	4,227.72	
4058 · Arcade Vending Revenue	261.00	
4062 · Broomball Revenue	0.00	
4064 · Sponsorship Revenue	30,183.90	
4101 · Sign Rental	5,408.05	
4551 · Auditorium Rental	36,805.93	
4800 · Concession Revenue	38,036.04	
4900 · Pro-Shop Revenue	3,727.00	
4901 · Skate Sharpening/Repai	3,292.52	
<b>Total Income</b>	<b>305,003.32</b>	
Cost of Goods Sold		
5000 · Cost of Goods Sold	29,231.60	
<b>Total COGS</b>	<b>29,231.60</b>	
<b>Gross Profit</b>	<b>275,771.72</b>	
Expense		
6000 · Payroll	109,537.20	
6001 · Employer Fica Expense	8,320.11	
6002 · FUTA	340.34	
6003 · SUTA	219.51	
6115 · Business Licenses and Permits	223.25	
6120 · Bank Service Charges	294.55	
6160 · Dues and Subscriptions	0.00	
6180 · Insurance	10,945.90	
6200 · Interest Expense	393.58	
6235 · Uniforms/Sfaff Attire	1,650.23	
6240 · Miscellaneous	3,070.24	
6250 · Postage and Delivery	286.00	
6261 · Advertising	660.48	
6270 · Professional Fees	10,905.00	
6300 · Repairs	10,600.17	
6340 · Telephone	3,747.98	
6350 · Travel & Ent	321.94	
6390 · Utilities	91,803.14	
6440 · Snow Removal	1,745.00	
6560 · Payroll Expenses	1,000.00	
6700 · Supplies	19,425.85	
<b>Total Expense</b>	<b>275,490.47</b>	
<b>Net Ordinary Income</b>	<b>281.25</b>	

	<u>May '22 - Feb 23</u>	<u>M</u>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
7030 · Other Income	<u>23,938.09</u>	
<b>Total Other Income</b>	<u>23,938.09</u>	
<b>Other Expense</b>		
7100 · Sponsorship of Youth	<u>7,215.18</u>	
<b>Total Other Expense</b>	<u>7,215.18</u>	
<b>Net Other Income</b>	<u>16,722.91</u>	
<b>Net Income</b>	<u><u>17,004.16</u></u>	

March 30, 2023

**To:** Wexford County Recreation and Buildings Committee

**Fr:** Mathew Cooke, Community Planner

**Re:** Wexford Parks and Rec Plan

**Parks and Recreation Survey**

It has been about a month after releasing the survey and we have crossed in to triple digit responses. In early April we will send out another communication blast to various organizations in the County, Social Media, and local units of government to boost responses. If there are any organizations or thoughts members have, please feel free to send that on to me!

**Public Input**

The school public input sessions have been set up by my counterpart Zach Vega for Cadillac High School (Late April; three 9th Grade Civics classes) and Manton Middle School (May 2023; three social studies classes). We will provide an analysis of the sessions when they have been performed.

I am currently pursuing a community pop up event for the Mushroom Festival in Mesick, figuring one out between Freedom Festival or a Farmers Market, and open to one more. Ideas that have been offered include the Fair and Buckley Old Engine Show. Any other thoughts or ideas are always appreciated!