



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, August 03 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor, Historic Courthouse, 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 JULY 06, 2023 REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Maintenance Report (*A. Kerr*)
 - 2. Civic Center Report (*M. Figliomeni*)
 - 3. Recreation Plan Discussion..... 3
- 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
July 06, 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, and Ben Townsend
Members Absent: Jason Mitchell
Also Present: Mathew Cooke, Networks Northwest; Jami Bigger, Deputy Administrator/HR Director; Adam Kerr, Maintenance 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. Townsend and supported by Comm. Baughan to approve the agenda. A vote was called, all in favor. Motion passed, 3-0.

APPROVAL OF THE MINUTES

A motion was made Comm. Baughan and supported by Comm. Townsend to approve the June 01, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Maintenance Report

Mr. Adam Kerr, Maintenance Director, was present. A report was provided at the meeting. Mr. Kerr discussed sewer line issues at the fairgrounds. He is continuing to work with the fair board and contractors on the repairs. He had no update on when sidewalk repairs will begin at the Courthouse.

G.2. Civic Center Report

Mr. Mike Figliomeni, Boon Sports Management, was not present. A report was provided at the meeting. No concerns.

G.3. Recreation Plan Discussion

Mr. Cooke from Networks Northwest was present. Mr. Cooke provided an updated informational packet regarding the survey and timeline for moving forward.

Chair Theobald expressed her concerns and disappointment that he hasn't been seen at the public events as discussed previously. Several upcoming dates of public events were discussed, and it was decided that Mr. Cooke attend a session at the Manton Senior Center, Buckley Old Engine Show, Northern District Fair, and the Freedom Festival Car Show. The survey will be kept open until the 31st of August for the public. There will be an open house for the public at the Cadillac Library in September.

G.4. Cadillac Janitorial Contract Extension

Chair Theobald stated that she went around the Courthouse before the meeting today and spoke with several departments regarding their content with the current service and was told that the same issues have continued to happen. Ms. Theobald clarified that when a concern is reported it will get better for a few weeks and then goes back to the way it was before.

Mr. Kerr, Maintenance Director, stated that nobody has contacted him regarding any cleaning concerns and at the start of this contract it was determined that if there was concerns himself or County Administration was to be contacted.

Chair Theobald asked if the schedule of what is to be cleaned, and when, could be distributed to department heads. Ms. Bigger agreed she would send that out.

A discussion took place on extending the contract by six-months instead of a one-year.

A motion was made by Comm. Townsend and supported by Comm. Baughan to forward a recommendation to the Finance Committee to extend the janitorial contract with Cadillac Janitorial for a six-month period. A vote was called, all in favor. Motion passed, 3-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Bigger stated that she reached out to the company for a replacement of the elevator sign because there are letters starting to fall off.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Baughan and supported by Comm. Townsend to adjourn the meeting at 4:43 p.m. A vote was called, all in favor. Motion passed, 3-0.

Julie Theobald, Chair

Megan Kujawa, Recording Secretary

August 3, 2023

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

Fr: Mathew Cooke, Community Planner

Re: Wexford County Parks and Recreation Plan

Community Pop-Up Sessions and Community Input Event

Planning is underway for the community pop up sessions in August and September. I am meeting with Pam Blevins for a Wexford Council on Aging pop up session. The Buckley Old Engine Show (planning Friday August 18th, late afternoon-early evening) and Cadillac Northern District Fair (planning Saturday August 19th, late morning to afternoon) are coming along.

I am planning to have survey business cards and 2-3 questions for response (likely on a poster board). An example is “What is a project that would improve Wexford County parks and recreation system for you?”

Survey

I walked the streets at the Freedom Festival car show and chatted attendees with an emphasis to respond to the survey. A few responses have come in since. I will be sending another press release, request to local governments, and other community organizations with a survey close date of Thursday, August 31, 2023.

Draft Chapter: Administrative Structure

Attached is the current draft language for the Administrative Structure chapter. This information was acquired from the previous plan, knowledge of what I know and could confirm. As part of the draft chapter, I am hoping to talk with Commissioners about how volunteer groups may work within the County parks and recreation system as well as developing a list of community organizations and partnerships that utilize the County parks. I also plan to refine information with the Administration Department staff, particularly for the budgeting and revenue information. I expect there may be some revisions after meeting with Civic Center staff and Fair Board members.

Draft Chapter: Recreation Inventory

I am going to be meeting with Andrew Lobos-Nordman to discuss and confirm information related to The Wex. In addition, I am meeting with Dennis Harden to discuss and confirm information related to the fairgrounds. Once these have taken place, I can send out the draft chapter language for your review.

Administrative Description

Organizational Structure

The Wexford County parks and recreation system are guided by the Board of Commissioners with recommendations from the standing Recreation and Building Committee. The County BOC is responsible for adopting budgets, approving contracts, adopting policy, and the oversight of staff. The Recreation and Building Committee assists with the oversight of budgets, planning, staffing, and other issues related to the County’s parks, recreation, and facilities. While there is not a formal Parks and Recreation Department, the County Administration Department assists the BOC and Recreation and Building Committee to carry out directives, planning, and projects related to the parks and recreation system.

Under contract with the County through XX, Boon Sports Management oversees the maintenance and operations of the Wexford Civic Center (locally referred to as The Wex) and the maintenance of the Civic Center facilities. Boone Sports Management staff The Wex with a full time facility manager who is charged with the day to day operations, promotions and marketing, and the maintenance of the grounds and facility with assistance from 10-12 part time employees. Civic center users and other community groups continue to provide support for the facility.

Wexford County also partners with the Northern District Fair Board for the use of the fair grounds and facilities at the Fairgrounds and Civic Center for 3 weeks every August. The County maintains the buildings that are located on the Fairgrounds.

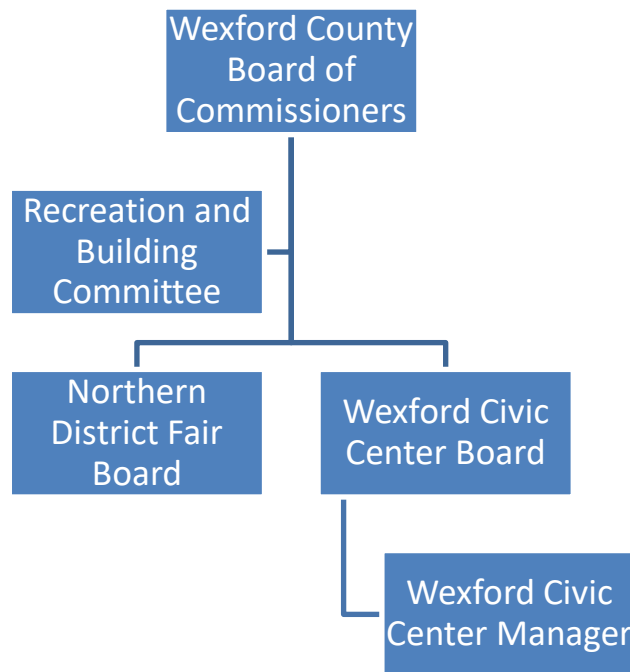


Figure 1 Wexford County Administrative Structure

Parks and Recreation Budget

The County General fund is the primary source of funding for park maintenance, improvements and other activities.

Fiscal Year (Jan. 1 – Dec. 31)	Parks and Recreation Budget
2022	
2023	
Projected 2024	

Relationship with Volunteers, Community Organizations, and Schools

To be developed.