

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 31<sup>st</sup> 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.**

  
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Julie Theobald, Chair

  
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Megan Kujawa, Recording Secretary