



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 04, 2024, 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 MARCH 07, 2024 REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Maintenance Report (*A. Kerr*) 4
 - 2. Civic Center Report (*M. Figliomeni*)
 - 3. Vending Machines 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
March 07, 2024

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: Jami Bigger, Deputy County Administrator/HR Director; Mike Figliomeni, Boon Sports Management; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec. Admin. Assistant; Kathy Morin, Cadillac Visitors Bureau Director; Joe Porterfield, County Administrator/Equalization Director; and Members of the Public.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.3. Health Department Discussion, G.4. Pinnacle Park Discussion, and G.5. Vending Machine Discussion

APPROVAL OF THE AGENDA

A motion was made by Comm. Baughan and supported by Comm. Townsend to approve the agenda, as amended. A vote was called, all in favor. Motion passed, 3-0.

**Comm. Mitchell arrived at 4:02 p.m.*

APPROVAL OF THE MINUTES

A motion was made by Comm. Baughan and supported by Comm. Townsend to approve the February 01, 2024 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, a report was provided at the meeting. Mr. Kerr reviewed the provided report.

G.2. Civic Center Report

Mr. Mike Figliomeni, Boon Sports Management, was present and provided a profit/loss report. Mr. Figliomeni informed the committee that they are continuing to work on getting the administration side of the Civic Center back in operational order since the staff left. They expected better revenue for this time of year coming out of the hockey season. They are planning on removing the ice on March 17th, and then working on getting the transformer and the fire suppression system inspected.

G.3. Health Department Discussion

Mr. Kerr informed the committee that Kevin Hughes from the Health Department reached out to him to inquire about having a conference room and some cubicle spaces turned into office spaces at the Health Department. Mr. Kerr is unsure of the costs and what the contract with the Health Department states regarding who funds it.

Mr. Porterfield, County Administrator, stated that he believes that the Health Department would be responsible for funding the project since they have requested the change.

A motion was made by Comm. Townsend and supported by Comm. Baughan to approve of Mr. Kerr seeking three quotes for the presented office space project. A vote was called, all in favor. Motion passed, 4-0.

G.4. Pinnacle Park Discussion

Chair Theobald added this to the agenda today for discussion to get an update on what was found out about potentially using the property for a staging area.

Ms. Kathy Morin, Cadillac Area Visitors Bureau, informed the committee that she was given an informal quote from the Road Commission that it would be roughly \$30,000 to make the entrance area accessible. She has worked with several agencies that have concerns of crossing M-115. For right now they have two staging areas that are going to be opening in May and they are going to see how those go before proceeding with the Pinnacle Park property. There is potential, but there is more planning that needs to be done.

Chair Theobald stated that this will be tabled until they hear more from Ms. Morin. She encouraged anyone with any ideas for the property to reach out to the committee.

G.5. Vending Machine Discussion

Chair Theobald requested an update on getting a vending machine at the Courthouse next to the pop machine.

Mr. Porterfield stated that he did not receive a response from the vendor that he previously pursued. However, the current vendor that has the pop machine does not have a vending machine available to place at the Courthouse.

Chair Theobald asked Administration to reach back out to the current vendor and see what can be done and possibly put out an RFP.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield stated that:

- The new transformer will be going in on March 18th at the Fairgrounds. He sent a template for an RFP to the Fair Board for getting the grandstands re-done.
- Probate Court is looking to add a holding cell somewhere for juveniles but there are stipulations to where the holding cell can go; they have \$100,000 from a grant to use for this.
- Mr. Porterfield will be reaching out to the company for the metal detector to get a yearly service check done on it.

Ms. Bigger stated that the Executive Committee requested Administration draft and put out an RFP to have an ATM here at the Courthouse and that is completed and being reviewed. Hoping to have it posted by early next week.

PUBLIC COMMENTS

Ms. Kathy Morin, Cadillac Area Visitors Bureau Director, stated that Mr. Figliomeni hosting the hockey tournaments do indeed help the local hospitality for booking rooms at hotels and the restaurants. Ms. Morin inquired if there are any plans on using any ARPA funds for any of the projects that were listed in the Recreation Plan.

COMMITTEE COMMENTS

Comm. Townsend stated that the ARPA committee did receive the request for funds from Mr. Figliomeni for the locker rooms at the Civic Center and they are still reviewing. He stated that funds need to be allocated by the end of 2024 and the funds need to be spent by 2026.

CHAIR COMMENTS

Chair Theobald stated thank you to everyone for coming and having discussion.

ADJOURN

A motion was made by Comm. Baughan and supported by Comm. Mithcell to adjourn the meeting at 4:40 p.m. A vote was called, all in favor. Motion passed, 4-0.

Julie Theobald, Chair

Megan Kujawa, Recording Secretary

Maintenance report April 2024

Recap

1. Cleaned out the old jail garage and assisted Randy Boike moving items that he wanted to keep.
2. Hung 75" tv in FOC's court room for their poly com system.
3. Repaired wall mounted shelving in FOC's office.
4. Attending Court house security meeting and started working on Judge Elmore requests for security improvements for Circuit court.
5. Readjusted doors end electric door lock for Circuit court office door.
6. Built 4 sound panels to cover the four windows in the Circuit count jury room to prevent conversions from been heard in the hallway.
7. Completed multiple work requests at the jail.

Goals

1. Regrout tile floor in the jail kitchen in front of the dish washer.
2. Repair multiple shower floor to wall seams where the sealant has failed and picked lose, This will take multiple steps and time to repair [remove old sealant clen and dry, apply primer allow time to set up and reseal seems and dry with out get wet or inmates picking at it]
3. Plant three new trees around the Court house.
4. Attempt to have sidewalks and brick walls repaired at the Court house.