



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, November 7, 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 OCTOBER 3, 2024, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Maintenance Report (*A. Kerr*) 3
 - 2. Civic Center Report (*M. Figliomeni*) 4
- 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
October 3, 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, Jason Mitchell, and Ben Townsend
Members Absent: None
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Mike Figliomeni, Boon Sports Management; and Adam Kerr, Maintenance Director

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Townsend and supported by Comm. Mitchell to approve the agenda. A vote was called, all in favor. Motion passed, 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Mitchell and supported by Comm. Baughan to approve the September 5, 2024, Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Maintenance Report

Commissioner Theobald recognized Mr. Kerr for the work that was put into getting the trees and lawn ready for the Tree Ceremony. She stated everything looked good.

Commissioner Townsend inquired about the TVs hung at District Health Department #10. Mr. Kerr informed everyone that they would be hung in the conference room.

G.2. Civic Center Report

Mr. Mike Figliomeni, Boon Sports Management, reported:

- Financials look poor, but that is normal for this time of year.
- The fire suppression work, that the County's insurance provider paid for, has been completed.
- The summer work plan has been completed and the Wex is looking very good.
- Ice has been put in at the arena and the arena is also in good shape. BSM has many things scheduled for the upcoming hockey season which will generate a lot of revenue.
- The report from Legacy Sports Group for the facility assessment has been received. Mr. Figliomeni shared the report with the committee. A copy will be provided to Administration to share with the Board. The report was paid for by a grant from the Great Lakes Sports Commission. Mr. Figliomeni hopes the finds from the report can support future grant applications.
- BSM has changed the locks at the Civic Center in order to better secure the facility. New keys will be provided to Maintenance and Administration.
- There are two new managers at the Wex that work part-time.

G.3. Community Calendar Discussion

Ms. Bigger reported that she had reached out to the County's website developers who shared that technologically having a calendar on the website is not a problem at all, and there are several different styles and options. There would not necessarily be any extra added cost a standard calendar. If any advanced integration features were needed, there could be an additional cost.

Ms. Bigger also shared that she reached out to other counties to see if they have a community calendar and the pros and cons, they have experienced. Van Buren and Midland County were the only to respond. Van Buren has a calendar of only county meetings and events while Midland has a more robust calendar.

Commissioners discussed some ideas concerning the calendar. Commissioner Townsend shared his own experience with have a community calendar for a township. He mentioned that it can be very time-consuming on the back end of things. The committee would like to revisit this idea in December or January.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Bigger asked Mr. Kerr to share an update on the status of the boiler for the historic courthouse. Mr. Kerr reported that D&W inspected the boiler today. They noted that the entire boiler will need to be taken apart in order to get it through the doorway. The new boiler will come in pieces so they will not need to disassemble before reassembling. D&W expects it will take 3-4 weeks for a new boiler to come in. A firm price has not yet been received. Maintenance and Administration will meet on Monday to come up with a plan.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Chair Theobald thanked Ms. Bigger for filling in as the secretary for the meeting.

ADJOURN

A motion was made by Comm. Mitchell and supported by Comm. Baughan to adjourn the meeting at 4:32 p.m. A vote was called, all in favor. Motion passed, 4-0.

Julie Theobald, Chair

Jami Bigger, Recording Secretary

Maintenance Report 11-3-24

Recap

1. Removed all 20 window air conditioning units at the courthouse
2. Mounted two 85" and two 96" TVs at the health dept.
3. Repainted parking lot lines at the Sheriffs office, Health dept., Courthouse.
4. Installed an electrical outlet in the boiler room to power a welder.
5. Worked on 2025 budget.
6. Assisted with steam boiler replacement.
7. Completed multiple work requests at all buildings

Goals

1. Winterize jail lawn irrigation
2. Winterize water system and kitchen and rest rooms
3. Catch up on work requests.
4. Mount the last two Tv's at the Health dept.

5:42 PM
10/24/24
Accrual Basis

Wexford County Civic Center
Profit & Loss
September 2024

	Sep 24
Ordinary Income/Expense	
Income	
4000 · General Admission	217.35
4001 · Wexford County Payment	4,167.00
4056 · Birthday Party Revenue	482.90
4064 · Sponsorship Revenue	6,300.00
4070 · Services	14,000.00
4101 · Sign Rental	48.05
4551 · Auditorium Rental	1,870.00
4800 · Concession Revenue	288.84
	27,374.14
Total Income	27,374.14
Gross Profit	27,374.14
Expense	
6000 · Payroll	2,914.38
6001 · Employer Fica Expense	222.93
6002 · FUTA	7.90
6003 · SUTA	15.04
6120 · Bank Service Charges	221.40
6160 · Dues and Subscriptions	1,100.00
6180 · Insurance	554.59
6270 · Professional Fees	1,590.00
6300 · Repairs	3,676.58
6340 · Telephone	129.98
6390 · Utilities	7,560.50
6560 · Payroll Expenses	100.00
	18,093.30
Total Expense	18,093.30
Net Ordinary Income	9,280.84
Net Income	9,280.84

Wexford County Civic Center
Profit & Loss
 May through September 2024

	May - Sep 24
Ordinary Income/Expense	
Income	
4000 · General Admission	3,299.06
4001 · Wexford County Payment	20,834.00
4016 · Private Ice Rental	4,114.54
4017 · Contracted Ice Rental	2,203.62
4056 · Birthday Party Revenue	482.90
4059 · Vending Commission	265.00
4064 · Sponsorship Revenue	6,300.00
4070 · Services	14,000.00
4101 · Sign Rental	48.05
4551 · Auditorium Rental	13,543.90
4800 · Concession Revenue	1,365.94
4901 · Skate Sharpening/Repai	25.00
Total Income	66,482.01
Cost of Goods Sold	
5000 · Cost of Goods Sold	15.60
Total COGS	15.60
Gross Profit	66,466.41
Expense	
6000 · Payroll	12,616.72
6001 · Employer Fica Expense	965.17
6002 · FUTA	30.84
6003 · SUTA	43.37
6115 · Business Licenses and Permits	0.00
6120 · Bank Service Charges	666.01
6160 · Dues and Subscriptions	1,100.00
6180 · Insurance	3,252.98
6270 · Professional Fees	9,090.00
6300 · Repairs	9,763.53
6340 · Telephone	519.92
6390 · Utilities	27,503.99
6560 · Payroll Expenses	840.00
6700 · Supplies	1,698.22
Total Expense	68,090.75
Net Ordinary Income	-1,624.34
Net Income	-1,624.34