



Wexford County

RECREATION & BUILDING COMMITTEE

Julie Theobald, Chair

NOTICE OF MEETING

The Wexford County Recreation & Building Committee will hold a regular meeting on Thursday, June 5, 2025, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 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 MAY 01, 2025, MEETING MINUTES 1
- F. PUBLIC COMMENT
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Maintenance Monthly Report (*A. Kerr, Maintenance Director*).....3
 - 2. Civic Center Monthly Report (*M. Figliomeni, Boon Sports Management*)4
- H. ADMINISTRATOR’S REPORT
- I. CORRESPONDENCE
- J. PUBLIC COMMENT
The Committee welcomes all public input.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.

WEXFORD COUNTY
RECREATION & BUILDING COMMITTEE MEETING
REGULAR MEETING MINUTES

May 1, 2025

Julie Theobald, Chair

The regular meeting was called to order by Chair Theobald at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Julie Theobald, Jason Nelson, Mark Nyman
Members Absent: Aaron Sogge
Also Present: Jami Bigger, Deputy Administrator & HR Director; Mike Figliomeni, BSM; Megan Swanberg, Executive Assistant; Joe Portfield, County Administrator & Equalization Director; Adam Kerr, Maintenance Director

ADDITIONS OR DELETIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

A motion was made by Comm. Nyman and supported by Comm. Nelson to approve the agenda. A vote was called. All in favor.

APPROVAL OF THE MINUTES

A motion was made by Comm. Nelson and supported by Comm. Nyman to approve the April 3, 2025, Regular Meeting Minutes. A vote was called. All in favor.

PUBLIC COMMENTS

None

AGENDA ITEMS

G.1. Maintenance Report

Mr. Kerr, Maintenance Director, provided a report in the packet and informed the committee there is a roof top unit down at Lake Street that no longer has parts available. The unit is shut down at the roof top. All 8 units are the same.

G.2. Civic Center Report

Mr. Figliomeni, BSM, informed the committee:

- They are one month away from the yearly report for the civic center.
- They got enough revenue to pay the bills and keep the ice open for another month.
- The final inspection is completed on the lady's locker room.
- Everything looks good on the auditorium side and the governor's breakfast went well.
- They got approved for the grant to get new skates.

Comm. Nelson said thank you for all the hard work.

G.3. Discussion on Donating Furniture to MSUE

A discussion took place about donating the leftover furniture to MSUE that Michigan work left behind.

A motion was made by Comm. Nyman and supported by Comm. Nelson to forward a

recommendation to the full board to donate the furniture left behind to MSUE. A vote was called. All in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee of the following:

- The contractors should be starting on the auditorium roof soon.
- Mr. Porterfield and Mr. Kerr went over the preventative maintenance report for the jail.
- Mr. Kerr did a couple repairs and updates to the holding room at the courthouse.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None

CHAIR COMMENTS

None

ADJOURN

A motion was made by Comm. Nelson and supported by Comm. Nyman to adjourn the meeting at 4:22 p.m. A vote was called, all in favor.

Julie Theobald, Chair

Megan Swanberg, Recording Secretary

Maintenance Report June 2025

Recap

1. Cleaned supply air vent covers that was plugged toothpaste within cells F5, F6, F8, F9 and installed vent covers to prevent plugged again, f7 has lot of broken toothbrushes stuck in the vent, will have to be fixed later date.
2. Install 2 shower curtains and mounted tracks for the curtains in A pod
3. Completed multiple work orders at the jail.
4. Repaired jail lawn and broken irrigation heads.
5. Serviced the jail lawn tractor [oil and filters, plugs, adjusted valves, replaced blades, changed oil in the lawn vacuum]
6. Replaced toilet flush valve assembly in men's room with in FOC.
7. Replace signs outside Courthouse main entrance.
8. Installed chains on the outside trash cans so they don't blow across the parking lot.
9. Installed 20 window A|C units for the season.
10. Installed shelf and counter in the plumbing chase behind intake.
11. Repaired potholes in parking lot at the courthouse.

Goals

1. Clean air vents in the Sheriffs office
2. Repair walls and repaint hallways at the sheriff's office.
3. Replace the faucet in the first-floor janitor's closet.
4. Repaint parking lines in sheriffs big garage.

4:52 PM

05/19/25

Accrual Basis

Wexford County Civic Center

Profit & Loss

April 2025

| | <u>Apr 25</u> |
|--------------------------------------|------------------------|
| Ordinary Income/Expense | |
| Income | |
| 4000 · General Admission | 5,605.76 |
| 4001 · Wexford County Payment | 4,166.00 |
| 4003 · Adult Hockey Over 40 | 5,010.53 |
| 4005 · Drop-In Hockey/Drop-In Stick | 379.98 |
| 4011 · Open Skating | 600.00 |
| 4016 · Private Ice Rental | 520.00 |
| 4017 · Contracted Ice Rental | 10,312.50 |
| 4055 · Skate Punchcard | 40.00 |
| 4056 · Birthday Party Revenue | 243.64 |
| 4064 · Sponsorship Revenue | 150.00 |
| 4551 · Auditorium Rental | 8,650.73 |
| 4800 · Concession Revenue | 6,125.20 |
| 4900 · Pro-Shop Revenue | 836.28 |
| 4901 · Skate Sharpening/Repai | 241.00 |
| | <hr/> |
| Total Income | 42,881.62 |
| Cost of Goods Sold | |
| 5000 · Cost of Goods Sold | 771.05 |
| | <hr/> |
| Total COGS | 771.05 |
| Gross Profit | 42,110.57 |
| Expense | |
| 6000 · Payroll | 11,778.12 |
| 6001 · Employer Fica Expense | 900.99 |
| 6002 · FUTA | 33.52 |
| 6003 · SUTA | 31.32 |
| 6115 · Business Licenses and Permits | 680.00 |
| 6120 · Bank Service Charges | 117.00 |
| 6180 · Insurance | 1,462.16 |
| | <hr/> |
| 6270 · Professional Fees | 750.00 |
| | <hr/> |
| 6300 · Repairs | 3,548.05 |
| | <hr/> |
| 6340 · Telephone | 140.00 |
| | <hr/> |
| 6390 · Utilities | 13,645.39 |
| | <hr/> |
| 6560 · Payroll Expenses | 185.00 |
| 6700 · Supplies | 1,335.58 |
| | <hr/> |
| Total Expense | 34,607.13 |
| Net Ordinary Income | 7,503.44 |
| | <hr/> |
| Net Income | <u><u>7,503.44</u></u> |

4:53 PM

05/19/25

Accrual Basis

Wexford County Civic Center

Profit & Loss

May 2024 through April 2025

May '24 - Apr 25

| | |
|--------------------------------------|-------------------|
| Ordinary Income/Expense | |
| Income | |
| 4000 · General Admission | 21,469.35 |
| 4001 · Wexford County Payment | 50,000.00 |
| 4002 · Adult Hockey Under 40 | 13,125.70 |
| 4003 · Adult Hockey Over 40 | 14,010.53 |
| 4005 · Drop-In Hockey/Drop-In Stick | 459.98 |
| 4010 · Learn to Skate | 680.00 |
| 4011 · Open Skating | 600.00 |
| 4016 · Private Ice Rental | 8,020.14 |
| 4017 · Contracted Ice Rental | 121,513.29 |
| 4054 · Advertising Revenue | 1,767.00 |
| 4055 · Skate Punchcard | 40.00 |
| 4056 · Birthday Party Revenue | 5,812.34 |
| 4058 · Arcade Vending Revenue | 1,058.00 |
| 4059 · Vending Commission | 2,144.00 |
| 4064 · Sponsorship Revenue | 14,550.00 |
| 4070 · Services | 14,000.00 |
| 4101 · Sign Rental | 323.05 |
| 4551 · Auditorium Rental | 53,361.86 |
| 4800 · Concession Revenue | 53,526.60 |
| 4900 · Pro-Shop Revenue | 29,856.43 |
| 4901 · Skate Sharpening/Repai | 300.28 |
| Total Income | 406,618.55 |
| Cost of Goods Sold | |
| 5000 · Cost of Goods Sold | 34,465.17 |
| Total COGS | 34,465.17 |
| Gross Profit | 372,153.38 |
| Expense | |
| 6000 · Payroll | 111,705.58 |
| 6001 · Employer Fica Expense | 8,545.48 |
| 6002 · FUTA | 433.96 |
| 6003 · SUTA | 532.39 |
| 6115 · Business Licenses and Permits | 680.00 |
| 6120 · Bank Service Charges | 1,687.38 |
| 6160 · Dues and Subscriptions | 1,100.00 |
| 6180 · Insurance | 10,444.92 |
| 6261 · Advertising | 1,996.32 |
| 6270 · Professional Fees | 21,177.00 |
| 6300 · Repairs | 37,776.20 |
| 6340 · Telephone | 1,459.82 |
| 6390 · Utilities | 116,306.15 |
| 6440 · Snow Removal | 5,075.00 |
| 6560 · Payroll Expenses | 2,405.00 |
| 6700 · Supplies | 13,462.76 |
| Total Expense | 334,787.96 |
| Net Ordinary Income | 37,365.42 |
| Other Income/Expense | |
| Other Income | |
| 7030 · Other Income | 17,000.00 |
| Total Other Income | 17,000.00 |
| Net Other Income | 17,000.00 |
| Net Income | 54,365.42 |