



## Wexford County

### RECREATION & BUILDING COMMITTEE

*Julie Theobald, Chair*

#### **NOTICE OF MEETING**

The Wexford County Recreation & Building Committee will hold a regular meeting on Thursday, September 4, 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 AUGUST 7, 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*)
- 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

August 07, 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, Mark Nyman, Jason Nelson  
Members Absent: Aaron Sogge  
Also Present: Megan Swanberg, Executive Assistant; Joe Portfield, County Administrator & Equalization Director

**ADDITIONS OR DELETIONS TO THE AGENDA**

None

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Nyman and supported by Comm. Nelson to approve the July 03, 2025, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None

**AGENDA ITEMSs**

***G.1. Maintenance Report***

Mr. Kerr, Maintenance Director, was unable to attend the meeting but provided a report in the packet.

Comm. Nyman asked if the windows have been replaced at the Sheriff department. Mr. Porterfield stated that there are still three windows that need to be replaced.

***G.2. Civic Center Report***

Mr. Figliomeni, BSM, was unable to attend the meeting.

Comm. Theobald said she has concerns about not receiving the Civic Center Report and stated we would like it no later than the last Friday of each month.

**CORRESPONDENCE**

None.

**ADMINISTRATOR’S COMMENTS**

Mr. Porterfield informed the committee of the following:

- Veterans Expo had a good turn out and went well.
- Looking into replacing the window at the courthouse entry due to salt eating at them.

- Maintenance is looking at improving some court security items.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None

**CHAIR COMMENTS**

Comm. Theobald will be out next month and would like Comm. Nyman to run the meeting.

**ADJOURN**

**A motion was made by Comm. Nelson and supported by Comm. Nyman to adjourn the meeting at 4:10 p.m. A vote was called, all in favor.**

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Julie Theobald, Chair

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Megan Swanberg, Recording Secretary

# September 2025 Maintenance Report

## Recap

1. Assisted with replacing HVAC roof top #7 at Lake Street
2. Repaired drywall in 4 public rest rooms and 1 hallway so the wall can be repainted
3. Removed power drop poles in MSU office area
4. Moved file cabinets and office furniture to switch rooms at that the jail
5. Completed multiple work request orders at the jail [no hot water a few cells, intercom speakers plug with food, lose video camera on the garage, etc.]
6. Replaced mop sink faucet in the Courthouse
7. Replaced hose faucet in the wash bay at the Sheriff's dept.
8. Switch 2 desks at the front counter in Building dept.
9. Attended 4 meetings [Court house security, New Building, Dept. head meeting, Cleaning company inspection ]

## Goals

1. Repair Sheriff's office sign
2. Repair rusted siding on the west side of Lake Street building
3. Start the painting whist list in the Court house
4. Complete work requests at all buildings