



## Wexford County

### RECREATION & BUILDING COMMITTEE

*Julie Theobald, Chair*

#### **NOTICE OF MEETING**

The Wexford County Recreation & Building Committee will hold a regular meeting on **Thursday, February 5, 2026, 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 DECEMBER 04, 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  
December 04, 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, Aaron Sogge  
Members Absent: None.  
Also Present: Jami Bigger, Deputy Administrator & Human Resources Director; Joe Porterfield, County Administrator & Equalization Director; Megan Swanberg, Executive Assistant

**ADDITIONS OR DELETIONS TO THE AGENDA**

Added: G.3. Discussion on Civic Center Grant Agreement

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Nyman and supported by Comm. Nelson to approve the agenda, as amended. 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 November 06, 2025, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None

**AGENDA ITEMS**

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

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

Comm. Theobald mentioned the women's bathroom down at Lake Street is leaking.

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

Mr. Figliomeni, BSM, was unable to attend the meeting, but provided a written report.

***G.3. Discussion on Civic Center Grant agreement***

A discussion took place and Mr. Porterfield stated Mr. Figliomeni has mentioned the civic center needs several updates like new flooring, renovating the bathrooms and taking the bleachers out. They have been tentatively approved. By Great Lakes Sports Commission for a grant that requires matching funds. They are asking the county to cover \$85,000.00. Comm. Theobald stated prior they had money from the millage. Mr. Porterfield stated they no longer have a millage. Comm. Nyman noted the repairs are needed so the building doesn't further deteriorate.

**A motion was made by Comm. Nyman and supported by Comm. Nelson to forward a recommendation to the Finance Committee to approve the Civic Center Grant Agreement.**

**A vote was called. All in favor.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee that Ms. Bigger and him have discussed having Mr. Peffer at the Sheriff Department two days a week doing maintenance tasks and will decide if three days are needed in the future. Comm. Nyman asked if there was anything the trusted inmates could help with. Mr. Porterfield said there are some things they can do to help.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None

**CHAIR COMMENTS**

Comm. Theobald thanked everyone for coming.

**ADJOURN**

**A motion was made by Comm. Sogge and supported by Comm. Nelson to adjourn the meeting at 4:32 p.m. A vote was called, all in favor.**

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Julie Theobald, Chair

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Megan Swanberg, Recording Secretary

# Maintenance Report 1-8-2026

## Recap

1. Repair 15 garden tools for Lt. Denison at home after hours so they were ready for the next morning.
2. Started to repair holes and dents in drywall and repair desk in Probation & prole, [someone got upset that they had to go back to jail]
3. Checked FOC temperature in the morning every workday, due to heating problems.
4. Completed multiple work requests at the Jail.
5. Attempted to repair keyless lock on the back door of FOC, the lock is broken internal and needs to be replaced and the door frame is rotting out due to salt damage, waiting for City glass to get us a Quote}
6. Attempting to get heat working in the Courthouse and dental clinic.  
Update the Courthouse heat is working properly and the unit that heats the dental clinic has been replaced.
7. Started cleaning the carpet at the jail.

## Goals

1. Assit heating contractor on replacing the furnace for the dental clinic.
2. Repair toilet in lobby rest room at the jail with parts come in.
3. Attempt to complete work requests that take 2 people at the same time to complete.
4. Move snow piles if needed
5. Finish repairing or replacing the damage desk in probation & prole, pending the outcome of the court case
6. Paint the walls in P&P office

**Wexford County Civic Center  
Profit & Loss  
November 2025**

	Nov 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	1,375.00
4001 · Wexford County Payment	4,167.00
4002 · Adult Hockey Under 40	14,130.91
4003 · Adult Hockey Over 40	14,000.00
4005 · Drop-In Hockey/Drop-In Stick	975.81
4009 · Learn to Play Hockey	1,211.85
4011 · Open Skating	2,595.39
4016 · Private Ice Rental	184.35
4017 · Contracted Ice Rental	19,277.89
4054 · Advertising Revenue	510.00
4055 · Skate Punchcard	175.00
4056 · Birthday Party Revenue	1,077.16
4064 · Sponsorship Revenue	2,400.00
4551 · Auditorium Rental	4,334.14
4800 · Concession Revenue	12,170.09
4900 · Pro-Shop Revenue	711.23
4901 · Skate Sharpening/Repal	888.13
<b>Total Income</b>	80,183.95
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	5,446.49
<b>Total COGS</b>	5,446.49
<b>Gross Profit</b>	74,737.46
<b>Expense</b>	
6000 · Payroll	14,282.55
6001 · Employer Fica Expense	1,092.64
6002 · FUTA	53.95
6003 · SUTA	32.37
6120 · Bank Service Charges	138.00
6180 · Insurance	1,462.16
6261 · Advertising	1,964.50
6300 · Repairs	3,024.78
6340 · Telephone	140.00
6390 · Utilities	9,957.61
6560 · Payroll Expenses	200.00
6700 · Supplies	3,273.24
<b>Total Expense</b>	35,621.80
<b>Net Ordinary Income</b>	39,115.66
<b>Net Income</b>	39,115.66

**Wexford County Civic Center**  
**Profit & Loss**  
May through November 2025

	May - Nov 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Admission	37,938.69
4001 · Wexford County Payment	29,167.00
4002 · Adult Hockey Under 40	14,130.91
4003 · Adult Hockey Over 40	15,260.00
4005 · Drop-In Hockey/Drop-In Stick	1,691.73
4009 · Learn to Play Hockey	1,211.85
4011 · Open Skating	3,165.39
4016 · Private Ice Rental	2,933.85
4017 · Contracted Ice Rental	27,490.39
4054 · Advertising Revenue	559.00
4055 · Skate Punchcard	175.00
4056 · Birthday Party Revenue	5,517.82
4058 · Arcade Vending Revenue	169.00
4059 · Vending Commission	361.50
4064 · Sponsorship Revenue	17,575.00
4101 · Sign Rental	250.00
4551 · Auditorium Rental	40,266.24
4800 · Concession Revenue	23,803.17
4900 · Pro-Shop Revenue	1,734.82
4901 · Skate Sharpening/Repal	1,484.02
<b>Total Income</b>	224,885.38
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	12,753.01
<b>Total COGS</b>	12,753.01
<b>Gross Profit</b>	212,132.37
<b>Expense</b>	
6000 · Payroll	52,876.01
6001 · Employer Fica Expense	4,045.05
6002 · FUTA	129.23
6003 · SUTA	77.57
6120 · Bank Service Charges	772.00
6160 · Dues and Subscriptions	1,333.00
6180 · Insurance	6,417.12
6261 · Advertising	7,464.50
6270 · Professional Fees	655.00
6300 · Repairs	24,408.90
6340 · Telephone	840.00
6390 · Utilities	48,905.56
6560 · Payroll Expenses	1,385.00
6700 · Supples	7,618.96
<b>Total Expense</b>	156,927.90
<b>Net Ordinary Income</b>	55,204.47
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7030 · Other Income	17,100.00
<b>Total Other Income</b>	17,100.00
<b>Net Other Income</b>	17,100.00
<b>Net Income</b>	72,304.47