



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 03, 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 AUGUST 06, 2026, MEETING MINUTES 1
- F. PUBLIC COMMENT
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Maintenance Monthly Report (*A. Kerr, Maintenance Director*)
 - 2. Civic Center Monthly Report (*M. Figliomeni, Boon Sports Management*) 3
- 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 06, 2026

Julie Theobald, Chair

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

Members Present: Sandy Bengelink, Mark Nyman, Julie Theobald
Members Absent: Jason Nelson
Also Present: Jami Bigger, Deputy Administrator/Human Resources Director; Mike Figliomeni, BSM; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Bengelink 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. Bengelink and supported by Comm. Nyman to approve the July 02, 2026, 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.

G.2. Civic Center Report

Mr. Figliomeni, BSM, reported the following:

- Contractors have completed the flooring project, and the floor is finished just waiting to be inspected.
- Suttons Bay Public Schools is remodeling its facilities and may have bleachers and basketball hoops available following the renovation. The school district has not yet decided whether it will dispose of the equipment.
- The Zamboni is nearing the end of its service life, but parts have been ordered in hopes of keeping it operational for the upcoming year

Comm. Bengelink asked who performs the routine maintenance on the Zamboni. Mr. Figliomeni stated that someone is hired to come on site and perform necessary maintenance. Occasionally, the Zamboni must be sent out for repairs, which can be very costly.

Comm. Theobald asked how many employees are currently employed. Mr. Figliomeni stated that there are one or two employees on the ice rink side and four or five employees on the

auditorium side. He noted that they have been struggling to attract applicants.

Comm. Theobald asked about the bank charges listed in the report. Mr. Figliomeni stated that the charges were related solely to credit card purchases.

The ice rink plans to open earlier than usual this year. Other facilities have been open year-round, and there has been interest from patrons in having the local rink open sooner. Comm. Bengelink asked when the ice rink normally opens. Mr. Figliomeni stated that it typically opens in early October.

There are only two years remaining in the current management contract with the County. Mr. Figliomeni indicated that extending the contract sooner rather than later would provide greater certainty for moving forward. He was directed to reach out to Admin Porterfield to discuss a contract extension.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Bigger informed the committee that Mr. Porterfield reached out to Mr. Dekryger at DK Design for assistance in drafting and RFP for the front entrance at the Courthouse. Mr. Dekryger is unable to assist with the project until early next spring but has offered to help with the Request for Proposal (RFP) process. Mr. Porterfield is therefore exploring other options in the meantime.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Nyman and supported by Comm. Bengelink to adjourn the meeting at 4:21 p.m. A vote was called, all in favor.

Julie Theobald, Chair

Megan Swanberg, Recording Secretary

6:51 AM

Wexford County Civic Center

08/20/26

Profit & Loss

Accrual Basis

June 2026

	<u>Jun 26</u>
Ordinary Income/Expense	
Income	
4001 • Wexford County Payment	4,167.00
4166 • Booth Rental	30.00
4551 • Auditorium Rental	3,090.00
4800 • Concession Revenue	488.71
Total Income	<u>7,775.71</u>
Gross Profit	<u>7,775.71</u>
Expense	
6000 • Payroll	3,277.33
6001 • Employer Fica Expense	250.74
6002 • FUTA	2.05
6003 • SUTA	0.90
6120 • Bank Service Charges	182.01
6180 • Insurance	673.16
6261 • Advertising	41.25
6300 • Repairs	8,488.62
6340 • Telephone	145.00
6390 • Utilities	8,305.39
6560 • Payroll Expenses	200.00
6700 • Supplies	1,453.06
Total Expense	<u>23,019.51</u>
Net Ordinary Income	<u>-15,243.80</u>
Other Income/Expense	
Other Income	
7030 • Other Income	26,000.00
Total Other Income	<u>26,000.00</u>
Net Other Income	<u>26,000.00</u>
Net Income	<u><u>10,756.20</u></u>

6:52 AM

08/20/26

Accrual Basis

Wexford County Civic Center
Profit & Loss
May through June 2026

	<u>May - Jun 26</u>
Ordinary Income/Expense	
Income	
4000 · General Admission	1,387.95
4001 · Wexford County Payment	8,334.00
4166 · Booth Rental	30.00
4551 · Auditorium Rental	7,440.00
4800 · Concession Revenue	2,335.23
Total Income	<u>19,527.18</u>
Cost of Goods Sold	
5000 · Cost of Goods Sold	969.78
Total COGS	<u>969.78</u>
Gross Profit	18,557.40
Expense	
6000 · Payroll	5,554.18
6001 · Employer Fica Expense	585.59
6002 · FUTA	3.83
6003 · SUTA	6.46
6120 · Bank Service Charges	293.01
6180 · Insurance	2,135.32
6261 · Advertising	41.25
6300 · Repairs	9,169.02
6340 · Telephone	290.00
6390 · Utilities	12,351.64
6560 · Payroll Expenses	470.00
6700 · Supplies	1,453.06
Total Expense	<u>32,353.36</u>
Net Ordinary Income	-13,795.96
Other Income/Expense	
Other Income	
7030 · Other Income	26,000.00
Total Other Income	<u>26,000.00</u>
Net Other Income	<u>26,000.00</u>
Net Income	<u><u>12,204.04</u></u>

8:14 PM
08/23/26
Accrual Basis

Wexford County Civic Center
Profit & Loss
July 2026

	Jul 26
Ordinary Income/Expense	
Income	
4000 · General Admission	2,167.86
4001 · Wexford County Payment	4,166.00
4017 · Contracted Ice Rental	1,550.00
4551 · Auditorium Rental	10,903.00
4800 · Concession Revenue	1,075.78
Total Income	19,862.64
Cost of Goods Sold	
5000 · Cost of Goods Sold	1,085.12
Total COGS	1,085.12
Gross Profit	18,777.52
Expense	
6000 · Payroll	3,248.17
6001 · Employer Fica Expense	248.48
6002 · FUTA	1.76
6003 · SUTA	0.75
6120 · Bank Service Charges	64.05
6300 · Repairs	1,601.31
6340 · Telephone	145.00
6390 · Utilities	4,435.92
Total Expense	9,745.44
Net Ordinary Income	9,032.08
Net Income	9,032.08

8:14 PM

08/23/26

Accrual Basis

Wexford County Civic Center
Profit & Loss
May through July 2026

	May - Jul 26
Ordinary Income/Expense	
Income	
4000 · General Admission	3,555.81
4001 · Wexford County Payment	12,500.00
4017 · Contracted Ice Rental	1,550.00
4166 · Booth Rental	30.00
4551 · Auditorium Rental	18,343.00
4800 · Concession Revenue	3,411.01
Total Income	39,389.82
Cost of Goods Sold	
5000 · Cost of Goods Sold	2,054.90
Total COGS	2,054.90
Gross Profit	37,334.92
Expense	
6000 · Payroll	8,802.35
6001 · Employer Fica Expense	834.07
6002 · FUTA	5.59
6003 · SUTA	7.21
6120 · Bank Service Charges	357.06
6180 · Insurance	2,135.32
6261 · Advertising	41.25
6300 · Repairs	10,770.33
6340 · Telephone	435.00
6390 · Utilities	16,787.56
6560 · Payroll Expenses	470.00
6700 · Supplies	1,453.06
Total Expense	42,098.80
Net Ordinary Income	-4,763.88
Other Income/Expense	
Other Income	
7030 · Other Income	26,000.00
Total Other Income	26,000.00
Net Other Income	26,000.00
Net Income	21,236.12