

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
February 10, 2015
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Lonnie Breggeman

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson

Absent:

Commissioner Robert Pulvermacher

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Vice President Bruce Stravinski led the Pledge of Allegiance.

4. Announcements

- a. The DeForest Area Joint Community Center Commission will convene into a CLOSED SESSION pursuant to Wisconsin Statute 19.85(1) (c) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Property).

President Jason Kramar commended Vice President Bruce Stravinski for his persistence in the process to purchase the clinic property.

5. Consent Agenda

- a. Approval of January 13, 2015 Meeting Minutes
- b. Bills/Invoices

Commissioner Marian Drake moved to approve the consent agenda. Commissioner Jim Johnston seconded the motion and the motion passed unanimously:

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the budget comparison and balance sheet detail reports for January.

b. Fund Transfer

Commissioner Jane Henze moved to approve the January Financial Reports as presented and to transfer \$30,100.94 to the DeForest Half Century Club, Inc. The motion was seconded by Secretary Lonnie Breggeman and the motion passed unanimously.

c. Budget Amendments

The Commission reviewed and discussed the proposed 2014 Budget Amendment. Treasurer Connie Tenjum moved to adopt the amended 2014 budget as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

8. Old Business

b. Retained Earnings/Investment/Fund Balance Policy

There was a general consensus to update the Retained Earnings/Investment/Fund Balance Policy to list the currently approved Town of Windsor banks.

The Commission reviewed and discussed the Reserved Fund Balance report. Executive Director Linda Green provided an analysis of the Center's 2014 cash flow. Vice President Bruce Stravinski moved to strike the resolution from October, 2014 and make a substitute motion to transfer \$100,000 to the Middleton Community Bank Assigned Capital account. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

c. Peer Support Program

Executive Director Linda Green reported that the Peer Support Program will be offered at the DeForest Area Community and Senior Center, Stoughton Area Senior Center and Oregon Area Senior Center during 2015. DeForest will administer the program's funding and reporting. The Commission reviewed and discussed the Peer Support budgets and distribution of funds as outlined in the handout. We will continue to support current volunteer-client matches throughout Dane County. AAA, Dane County and United Way have been contacted and support this arrangement.

A Memorandum of Understanding has been written to clarify the arrangement between these organizations. Treasurer Connie Tenjum made a motion to approve the Memorandum of Understanding and stipulate that the two centers sign and return the documents to the DeForest Area Community and Senior Center. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

9. New Business

None

10. Reports

a. President's Report

- The Village of DeForest is working with Bray Architects, Inc. to plan and design the village campus. They may be a good fit for future projects at the Center. There may be a possible temporary use of the building at 100 E. North Street.
- A joint meeting was held with the DeForest Area School District. Many projects are being envisioned for the greater DeForest area and are in the early planning stages.

b. Executive Director's Report

- The Center's computer server is being upgraded.
- Dr. Jeffrey and Elaine Hollander had their piano technician inspect the grand piano. The technician reported that the piano is in good condition.
- There was a site visit for our United Way 2-1-1 center. We met all requirements of the program and received updated materials and a new service agreement.
- A new Community Events Coordinator has been hired. An additional person is needed and advertisements will continue to be posted.
- The Center had two ambulance calls on January 14 and February 2.
- Results from our Case Management Survey were sent to Town of Windsor to increase awareness of the positive feedback received regarding our Case Managers.
- The Dane County contract requirements for number of clients and service hours were explained.
- We have had several positive comments regarding Tenjum Landscaping, our new snow plowing service.

c. Committee Reports

None

11. Communication

a. Municipalities

- Secretary Lonnie Breggeman reported that Truck Country will open in Town of Vienna.

- Vice President Bruce Stravinski reported that the Town of Windsor is seeking endorsements from neighboring municipalities for its incorporation at this time.

12. Convene into Closed Session (roll call)

Secretary Lonnie Breggeman moved to convene into Closed Session. Treasurer Connie Tenjum seconded the motion and the motion was passed by roll call unanimously.

Roll Call: President Jason Kramar, Vice President Bruce Stravinski, Secretary Lonnie Breggeman, Treasurer Connie Tenjum, Commissioner Marian Drake, Commissioner Jane Henze, Commissioner Jim Johnston, Commissioner Myra Josephson

13. Reconvene into Open Session

Secretary Lonnie Breggeman moved to reconvene into Open Session. Treasurer Connie Tenjum seconded the motion and the motion was passed by roll call unanimously.

Roll Call: President Jason Kramar, Vice President Bruce Stravinski, Secretary Lonnie Breggeman, Treasurer Connie Tenjum, Commissioner Marian Drake, Commissioner Jane Henze, Commissioner Jim Johnston, Commissioner Myra Josephson

14. Any Action Resulting from Closed Session

a. Resolution 2015-01 – Resolution Approving Purchase Agreement

Vice President Bruce Stravinski made a motion to put the resolution into abeyance until the next meeting pending the walk through. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, March 10, 2015 at 4:00 p.m.
- b. Strategic Planning TBD

17. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Jane Henze seconded the motion and the motion passed unanimously.