

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

**Regular Commission Meeting Minutes  
October 13, 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; Robert Pulvermacher

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Secretary Lonnie Breggeman 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 considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body had jurisdiction or exercises responsibility. (Compensation)

5. Consent Agenda

- a. Approval of September 8, 2015 Meeting Minutes
- b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the consent agenda items.  
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 September.

b. Fund Transfer

Treasurer Lonnie Breggeman moved to table the financial reports and fund transfer. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

See the motion following agenda item 9 New Business to take item 7 (b) off the table.

Secretary Lonnie Breggeman moved to approve the financial reports as presented and a Fund Transfer up to \$40,000 for anticipated expenses related to the new property, such as demolition, survey fees and architect fees. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

8. Old Business

a. Service Contracts

The Commission reviewed and discussed several proposals. Secretary Lonnie Breggeman moved to approve a provider for the 2015 to 2016 snow removal services and 2016 lawn care services as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

b. Space Needs Study

The architect is developing several scenarios with cost estimates for possible expansion of the Center and will provide cost estimates for each. There will be a presentation to the Commission at the December 8, 2015 meeting.

c. 2016 Budget

The Commission reviewed and discussed the 2016 budget as presented.

Commissioner Marian Drake moved to approve the 2016 Budget which includes payment of 2015 property taxes. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

9. New Business

a. Appointment to DeForest Half Century Club, Inc.

At the September 8 DeForest Half Century Club, Inc. meeting a motion was passed to amend the Code of Bylaws to add an additional at-large director. President Jason Kramar made a motion to appoint Commissioner Myra Josephson to a one-year appointment to the DeForest Half Century Club, Inc. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

b. Goals and Objectives

A preliminary discussion was held about goals and objectives for the Center. The Commission will have a special session during the December 8 meeting to develop goals and objectives utilizing the survey that was included in the board packets.

c. Clinic Demolition

The Commission reviewed and discussed the quotation submitted for demolition of the clinic. The cost of \$28,120 will be included in the fund transfer contingent on a motion passing at the DeForest Half Century Club, Inc. meeting.

d. CSM Application

The CSM application will be submitted to the Village of DeForest. The contract for surveying will cost \$1,200 and will be included in the fund transfer contingent on a motion passing at the DeForest Half Century Club, Inc. meeting.

e. Nutrition Revitalization Grant

The grant funding from Dane County will be received in January or February, 2016 for the Nutrition Revitalization Grant. An Accounts Receivable will be set-up to account for any costs incurred in 2015.

Vice President Bruce Stravinski moved to take Agenda item 7 off the table. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

An e-mail was received from a party regarding the clinic property. They were unable to attend the October meeting.

b. Executive Director's Report

- The Case Management intern has been doing exemplary work including Medicare Part D Reviews.
- An Assistant Coordinator was hired effective October 9 and will work afternoons, the five hour of administration will be separated and another candidate was chosen for these duties.

- We are seeking another part-time Custodian and the position is posted.
- The All-In-One touch screen computer used for My Senior at the front desk needed to be replaced.
- Recommendations from the Dane County Nutrition committee have established minimum attendance at Nutrition sites. It is anticipated that the number of meals served by the Nutrition program will increase once the My Meal, My Way program is launched.
- The number of Case Management clients in 2016 Dane County contract increased.
- Linda Green and Barb Cooper attended the WASC Conference in September 16-17 and there was good information presented during the two days.
- The Commission reviewed and discussed two versions of the home page for the Center's website and indicated several preferences. Secretary Lonnie Breggeman made a motion to use the version with multiple photographs. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.
- Habitat for Humanity assessed the clinic and estimated it would take two days to remove cabinets and require a donation to the organization of \$200 per day. There was a general consensus to pursue other options.
- The Community Room floor was damaged leaving indentations and marks on the floor. We are trying to determine how this occurred. At this time, it doesn't present a hazard, but repairs of the damaged tiles may be needed in the future.
- The Senior Wellness Fair was well attended, a variety of service providers were present and a flu shot clinic was held in conjunction.
- Our massage therapist is relocating out of town. We are working to find a replacement and are exploring a partnership with a local chiropractic clinic.

c. Committee Reports

a. Accreditation

Chairperson Jane Henze reported at the committee is making progress and the next meeting is November 14.

b. Exploratory Committee

None

11. Communication

a. Municipalities

- Town of Vienna – The Town of Vienna sold a vehicle for \$47,000 at an auction.
- Town of Windsor – The Town of Windsor is in the process of holding ten informational meetings about the November 3 referendum to incorporate. The town has reached an agreement with a developer for land at Windsor Crossing.
- Village of DeForest – The Village has resolved its issues with Sanimax. The Village and Town of Windsor are having discussions about concerns regarding the Town's possible incorporation.

12. Convene into Closed Session (roll call)  
No action
13. Reconvene into Open Session  
No action
14. Any Other Business That Lawfully Comes Before the Commission
15. Meeting Dates/Agenda Items
  - a. The next meeting date is Tuesday, November 10, 2015 at 4:30 p.m.
  - b. Joint Strategic Planning will be held on Tuesday, December 8, 2015.
16. Adjournment

Secretary Lonnie Breggeman moved to adjourn the meeting. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

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Bruce Stravinski  
DeForest Area Joint Community Center Commission