

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

**Regular Commission Meeting Minutes
March 14, 2017
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

Absent:

Commissioners: Myra Josephson; Robert Pulvermacher

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by LuAnn Leggett.

4. Announcements

None

5. Consent Agenda

a. Approval of February 14, 2017 Meeting Minutes

b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the consent agenda items. Commissioner Jim Johnston seconded the motion and the motion unanimously.

6. Appearances before the Commission

LuAnn Leggett, Village of DeForest Deputy Administrator/Village Clerk presented information regarding an upgrading our current phone system to an IP Telephony system. The system would utilize the Village's infrastructure for phones and internet service. The Center would have an antenna installed and need to replace its switch and phone

consoles, which are out of date. The upgraded system would provide access to 200 phone lines, from currently having five lines, and significantly faster internet. The Village will help administer the phone service as a way of helping the Center reduce costs. The Commission reviewed and discussed the proposed system.

Vice President Bruce Stravinski moved to suspend rules in order to move to item 9 (a). Commissioner Marian Drake seconded the motion and the motion passed.

9. New Business

a. Phone/internet Upgrade

Vice President Bruce Stravinski moved to approve upgrading the Center's phone and internet system to the IP Telephony system proposed not to exceed \$24,000. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Municipal contributions have been received from Windsor, DeForest and Vienna. The Commission reviewed and discussed the balance sheet and budget comparison reports for February, 2017. The Fund Balance Summary was distributed and discussed.

b. Fund Transfers

A fund transfer for \$4,875 was made from 1st National Bank Capital to DeForest Half Century Club, Inc. for payment to Bray Architects.

c. Budget Amendments

The Commission reviewed and discussed the draft 2016 Budget Amendments.

Secretary Lonnie Breggeman moved to approve Financial Reports, Fund Transfers and Budget Amendments as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

8. Old Business

a. Building Repairs

The GEC Project schedule was included in packets. There will be a Pre-Bid meeting held on March 30. Construction is scheduled between May 30 and August 18, 2017. The construction will be done in phases and will require costs to move special items, such as the piano.

b. Space Needs Study

None

9. New Business
b. Bank Account Name and authorized signatures

The Commission discussed updating the authorized signers for the Center's bank accounts and to authorize the following officers and staff as signatories:

DMB Community Bank and Middleton Community Bank:

Vice President Bruce Stravinski ; Secretary Lonnie Breggeman; Treasurer Connie Tenjum and Executive Director Linda Green.

First National Bank:

Vice President Bruce Stravinski ; Secretary Lonnie Breggeman and Executive Director Linda Green.

Commissioner Marian Drake moved to approve the signers as presented. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

Treasurer Connie Tenjum moved to approve changing the First National Bank account name to DeForest Area Community and Senior Center. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

- Election Day is April 4, 2017.

b. Executive Director's Report

- Alternative sites and plans were explored for the duration of the construction.
- A grant was submitted to Dane County for an additional 5 hours per week for the part-time case manager to work during an upcoming leave of absence.
- The grant submitted to DeForest Area Foundation will be decided on April 10.
- The Cyber One insurance coverage was initiated with the insurance company.
- There was a severe hail storm on February 28 at the Center. To date, no damage has been identified.
- The annual Volunteer Appreciation event will be held on April 20 and invitations were given to Commissioners.
- The Center launched a Facebook page in mid-February.
- On May 25, AAA Board will have a listening session at the Center at 10:30 a.m.
- United Way is hosting an event to launch its new Safe and Health mobilization plan on March 30 at Warner Park. A video featuring one of our clients will be shown.
- Shared the statistics about the Center that may be included in the Community Video.
- There was a new alarm monitoring company subcontracted by JF Ahern.
- A service provider will assess the Center's technology on March 24.

- The Food Distribution program now has new guidelines required by the CAC (Community Action Coalition). The day of the week and room were changed to help with the transition.

c. Committee Reports

i. Executive Committee

The Executive Committee is planning to schedule staff conversations on two half days in April.

11. Communication

a. Municipalities

- Vienna – no report.
- Windsor and DeForest amended their 2010 cooperative agreement to simplify and make changes effective sooner.
- DeForest – park improvements to Fireman’s Park and construction of a new park in Conservancy Place are scheduled to begin in 2017.
- Windsor – the Tourism Commission will continue.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday April 11, 2017 at 4:00 p.m.
- b. Strategic Planning – to be determined. Bring calendars to next meeting.

14. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.