

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

**Regular Commission Meeting Minutes  
June 13, 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; Myra Josephson;

Robert Pulvermacher

Also present:

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by Treasurer Connie Tenjum.

4. Announcements

Announcements -The DeForest Area Joint Community Center Commission will convene into closed session pursuant to §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion regarding employee resignation and consideration for filling of vacant employee positions.

5. Appearances before the Commission

Richard Smith, AIA from General Engineering Company presented an alternative to the building repairs that were bid out in April. This option would install smaller roof vents along the roof line of the older portion of the building, utilizing one of two types available – roof exhaust louvers or solar powered roof vents. It is also recommended that ceiling tiles along the perimeter be replaced with vented tiles. Handouts and a building drawing were distributed. The Commission reviewed and discussed the presentation.

6. Joint Strategic Planning

No action taken

7. Consent Agenda
  - a. Approval of May 9, 2017 Meeting Minutes
  - b. Bills/Invoices

Secretary Lonnie Breggeman moved to approve the consent agenda items. Commissioner Marian Drake seconded the motion and the motion unanimously with Treasurer Connie Tenjum abstaining.

8. Financial
  - a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for May, 2017.

- b. Fund Transfers

Fund transfers to the DeForest Half Century Club, Inc are needed for \$15, 301.95 payments of the technology upgrade and \$507.73 for a GEC invoice.

- c. Budget Amendments

None

Commissioner Jim Johnston moved to approve Financial Reports and Fund Transfers as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

9. Old Business
  - a. Building Repairs

Richard Smith will provide additional information and pricing to Barb Cooper, who will contact Jason Kramar and/or Bruce Stravinski with options and approval.

- b. Phone/Internet Upgrade

A timeline of the computer upgrade was included in the packets. The new switch is scheduled for June 30.

10. New Business
  - a. Appointment to DeForest Half Century Club, Inc.

Secretary Lonnie Breggeman nominated Treasurer Connie Tenjum to a two year term. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

## 11. Reports

### a. President's Report

Deferred to closed session.

### b. Executive Director's Report

- Phone Upgrade – Contacted Village of DeForest to add the Center to the rollout. Work at the Center may begin in mid-June. Phone models and counts were provided to LuAnn Leggett.
- Computer Upgrade – signed contracts were sent to ITP. Project Schedule included in packet.
- The Audit was conducted on Friday, May 19.
- Wisconsin Department of Financial Institution Charitable Organization renewal was completed.
- Insurance settlement check for \$1,720 was received on May 18 for the damaged light pole.
- Two high school interns were hired for the 2017-18 school year.
- A part-time Assistant Coordinator resigned effective July 14.
- During May the pest management service applied a treatment and conducted two inspections and reported no issues during the most recent inspection.
- An engineer assessed an issue with a bathroom ceiling fan and determined a rooftop exhaust fan may not be working. NAMI repaired the motor for \$475. There were minor repairs to the RTUs that were covered by warranty. The air conditioning was not cooling the Fireplace Room and a technician was called to address.
- Roof was patched above an area with a stained ceiling tile on May 10.
- Dane County meetings:
  - May 25 – AAA Access Committee Listening Session was held the Center.
  - June 5 AAA Board and Access Committee meet at 1:00 p.m.
  - June 8 – Focal Point Meeting at 1:00 p.m.
- Annual Knights of Columbus Brat Bust raised \$1,000 on May 18 and 19. Joe Parisi attended.
- Center volunteers will staff the Pizza Hut booth at July 4<sup>th</sup> Celebration.

### c. Committee Reports

#### i. Executive Committee

Deferred to closed session.

## 12. Communication

### a. Municipalities

- Vienna – Bob Pulvermacher was re-appointed to the Commission for a one year term.
- Windsor – has begun the 2018 budget process.
- DeForest – The Village Hall is nearing completion.

13. Convene into Closed Session

Commissioner Jane Henze moved to convene into Closed Session. Commissioner Marian Drake seconded the motion and the motion was passed unanimously 9-0 by roll call vote.

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

14. Reconvene into Open Session

Motion to reconvene was passed in the closed session.

15. Any Action Resulting from Closed

The DeForest Area Community and Senior Center Commission has announced the retirement of Linda Green as Executive Director. Linda Green has served as Executive Director for over 18 years and is retiring from her position as of June 13, 2017. She has been responsible for a number of successful programs, activities and fund raising campaigns at the DeForest Area Community and Senior Center during her tenure.

The Commission will begin a search for a new Executive Director. The Commission and Board of Directors wishes Linda the best in her retirement and thanks her for her years of service to the Community.

16. Any Other Business That Lawfully Comes Before the Commission

None

17. Meeting Dates/Agenda Items

a. The next meeting date is Tuesday July 11, 2017 at 4:00 p.m.

18. Adjournment

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