

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

**Regular Commission Meeting Minutes
September 12, 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; Jim Johnston; Myra Josephson

Absent:

Jane Henze

Robert Pulvermacher

Also present:

Executive Director Barb Cooper

Note Taker Mary Jorgensen

3. Pledge of Allegiance

Pledge of Allegiance was led by Vice President Bruce Stravinski.

4. Announcements

President Jason Kramar announced that 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

None

6. Consent Agenda

a. Approval of the August 16, 2017 Commission Meeting Minutes

Treasurer Connie Tenjum made a motion to approve the August 16, 2017 minutes with Stravinski's title corrected to Vice President. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

b. Bills/Invoices

Secretary Lonnie Breggeman moved to approve the Bills/invoices. Treasurer Connie Tenjum seconded the motion and the motion was approved unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the Financial Reports. President Jason Kramar recommended that bank accounts be included on a future agenda.

b. Fund Transfers

None

c. Budget Amendments

None

Commissioner Marian Drake made a motion to accept the Financial Reports as presented. Commissioner Jim Johnston seconded the motion and the motion was approved unanimously.

8. Old Business

a. Building Repairs

- Executive Director Barb Cooper reported that she spoke with GEC on September 7, 2017. They are seeking interested roofing companies and will provide job specs. A walk through will be conducted for an accurate count of ceiling tiles to be ordered at an estimated cost of \$50.00 each. One of our custodians will replace recommended tiles in October.
- Executive Director Barb Cooper reported that Tri-County has not provided an estimate/options for the parking lot.

b. Phone/Internet Upgrade

Installers are moving forward. Testing of the firmware being done found glitches. There will be a delay until October 4, 2017.

c. 2018 Budget

The draft 2018 DeForest Area Community and Senior Center Budget and chart for expenses was distributed. The Commission reviewed and discussed the budget including establishing an Operating Contingency fund and building up the Capital Contingency fund.

Secretary Lonnie Breggeman moved to approve the 2018 Budget as presented with additional contributions from municipalities to fund current year one-time expenses which will be moved to operating contingency fund in the event the funds are not needed to address those 2017 expenses. Treasurer Connie Tenjum seconded the motion and the motion passed 6-1 with a nay from Vice President Bruce Stravinski.

9. New Business

a. Certificate of Deposit – maturing date 10-14-17

The Commission reviewed and discussed the Certificate of Deposit that matures on October 14, 2017. Commissioner Jim Johnston made a motion to renew the certificate for 17 months at 1.20% interest. Secretary Lonnie Breggeman seconded the motion and the motion passed 5-1-1 with a nay from Commissioner Marian Drake and Treasurer Connie Tenjum abstaining.

b. Audit Quote

The Commission reviewed and discussed the quote for the 2018 Audit for \$1,050. Vice President Bruce Stravinski made a motion to approve the audit information. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

c. Operating Reserves Policy

The Commission reviewed and discussed the Operating Reserves Policy as presented. Vice President Bruce Stravinski made a motion to Operating Reserves Policy. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

- President Jason Kramar suggested that budget working meetings in the future include all municipalities.
- There is a Maddie Feldman Fundraiser on Saturday, September 16 she has an inoperable brain tumor and will be going through extensive chemo and/or radiation.

b. Executive Director's Report

- A nutrition substitute and part-time administrative coordinator resigned.
- The Operations & Programs Supervisor position remains open and the duties may be adjusted before posting again. It was recommended to go forward with the new hire.

- The ceiling above the piano had a water stain, likely from a small trickle; appear for the third time since 2016. There have been minor roof repairs made each time. Will have the roofing contractor examine this area in conjunction with the attic vent project.
- Phone upgrade - antennae and switch were installed on August 22-23. The phone system installation has been postponed until October 4 due to issues identified during testing.
- The pest management service has given an all clear report for the fourth consecutive month.
- Have left messages at Tri-County for a quote to re-surface/repair the parking lot.
- GEC is contacting roofing companies with project specifications and ordering ceiling tiles that will be installed by Center staff.
- Dane County updates:
 - Roxane Carley was selected for one of the slots for Dementia Crisis Innovation training.
 - Dane County will conduct a survey of case management clients in October and results will be distributed in January, 2018.
 - Green Bay Packers special event on September 26 will have additional Dane County transportation.
- United Way Seasons of Caring volunteers washed windows and painted during in August.
- DeForest Area Foundation awarded the grant for \$3,380 to purchase and set-up five computers.
- Cornerstone request for \$400 to assist a client who has cancer and undergoing chemotherapy treatments to help with food, gas and basic needs.
- DeForest Times Tribune ran a story about the Senior Employment Program on August 31.
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c. Committee Reports

i. Executive Committee

None

11. Communication

a. Municipalities

- DeForest – Conservancy is adding two new softball parks with both turf and grass infields. Fireman’s Park – all diseased ash trees have been removed. Schools are currently conducting facility study for possible aquatic center. Fire Department budget passed and Ladder truck ordered
- Windsor – Sessions are being held for community input regarding relocating the village hall to downtown Windsor as part of Windsor Road revitalization.
- Vienna - Wednesday, September 27, 2017 is the open house for Truck Country

12. Convene into Closed Session

None

13. Reconvene into Open Session

None

14. Any Action Resulting from Closed Session

None

15. Any Other Business That Lawfully Comes Before the Commission

None

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, October 10, 2017 at 4:00 p.m.

17. Adjournment

Secretary Lonnie Breggeman moved to adjourn the meeting. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.