

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

**Regular Commission Meeting Minutes
February 13, 2018
4:00 p.m.**

1. Call to Order

The meeting was called to order by President Jason Kramar.

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

Absent:

None

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Robert Pulvermacher

4. Appearances before the Commission

Dan Wendtland

5. Consent Agenda

a. Approval of the January 9, 2018 Meeting Minutes

b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the January 9, 2018 meeting minutes and bills/invoices as presented. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously with Secretary Lonnie Breggeman abstaining.

6. Financial
 - a. Financial Reports

The Commission reviewed the balance sheet and budget comparison reports for January, 2018. Treasurer Connie Tenjum recommended the bank account names be changed from 1st Nat'l Bank to Fortify, as the bank has a new name.

- b. Fund Transfers

None

- c. Budget Amendments

None

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

7. Old Business

- a. Building Repairs

The ceiling tiles were installed and seem to be pulling warm air upward.

8. New Business

- a. Parking Lot Quote

The Commission reviewed the quote provided by Tri County Paving. The Commission discussed three options outlined and concluded that a full replacement is in order. Executive Director Barb Cooper should confirm the side lot is included and establish if they can grind and reuse old material.

Commissioner Jim Johnston moved to approve Option 1 to remove and replace the entire parking lot, including paint striping and additional fill as needed. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

- b. DeForest Area Foundation

DeForest Area Foundation will be accepting grants on March 1, 2018. Executive Director Barb Cooper presented information about the replacing tables and upgrading the audiovisual equipment purchased in 2005 as part of the Center's expansion and renovation.

Treasurer Connie Tenjum moved to recommend that a grant proposal be written. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

9. Reports

- a. President's Report

The Village has needed to repair two water mains recently.

b. Executive Director's Report

- Building updates:
 - Attic/Roof repairs – ceiling tiles were installed in January.
 - Nighttime trouble alarms were activated on 1/29 and 2/7/2018 due to phone issues. Requested a quote to upgrade from analogue to cellular for the system.
 - Automatic door opener needed service.
 - Vacuum motor burned out and new vacuum was purchased.
 - A participant tripped on pothole in parking lot, a delineator was placed to alert people.
- Staffing
 - A part-time custodian resigned and we are piloting using a cleaning service to cover Monday, Wednesday and Friday. During the pilot, the Commission will be kept informed about the cleaning service. Smaller groups will now be asked to set-up and sweep after their events.
- Program updates:
 - Dane County Emerging Trends report for case management identifies top 5 issues for seniors: 1) affordable housing, 2) home-chore assist 3) mental health support 4) transportation 5) benefit enrollment.
 - Dane County Focal Point meeting is February 15.
 - My Meal My Way's new menu has been well received; 55 people attended recently.
 - Volunteer program - 76 volunteers worked last month, including 5 new volunteers. Volunteer Appreciation event will be held April 20.
 - Programs - Tax Preparation Services offered weekly from February 7-March 28 at no cost to seniors. Group trips were successful last year with 45 people partaking in trips.
- New Scoop will launch in April. Advertising outreach was conducted in January by LPI. Training and design will occur in February.
- Revenues - received \$5,000 2017 donation from Don and Babe Meyer. Dane County sent a 2017 MA payment for \$1,274.97 in January.

c. Committee Reports

None

10. Communication

a. Municipalities

Usage report feedback

- Windsor – The Village of Windsor is conducting a study that will include sessions with community members from its ten wards. The Village will look into whether it needs a senior center as part of a new municipal campus on Windsor Road or another site in Windsor. The report may be a part of the decision process.
- Vienna – None
- DeForest – The Village board were appreciative of the numbers and reports provided. They acknowledge the proximity of the public housing to the Center and how those numbers affect the report. The Fireman's Park construction is progressing and discussion were held about the July 4 celebration.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, March 13, 2018 at 4:00 p.m.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.