

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

**Regular Commission Meeting Minutes
March 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

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jane Henze; Myra Josephson; Robert Pulvermacher

Absent:

Secretary Lonnie Breggeman

Commissioner Jim Johnston

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jane Henze

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the February 13, 2018 Meeting Minutes

b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the February 13, 2018 meeting minutes and bills/invoices as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed the balance sheet and budget comparison reports for February, 2018. The Center was notified it is responsible for \$113.67/month to pay a portion of the ESG expenses for phones. The Center was billed for its portion of Worker's Compensation premiums for 2015 to 2017. The auditor has advised the cost of \$9,432.78 should be expensed to 2017.

b. Fund Transfers

Fund transfer for \$2,142.50 to DeForest Half Century Club, Inc. for 50% of budget.

c. Budget Amendments

None

Commissioner Marian Drake moved to approve the Financial Reports and Fund Transfer as presented. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

7. Old Business

a. Building Repairs

A Capital Expense Summary and Parking Lot Payment Summary was reviewed and discussed. The contract for roof ventilation and other repairs was reviewed and discussed. Treasurer Connie Tenjum moved to approve the contract from Damon Pfile Construction and the Parking Lot Payment Summary. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

The parking lot construction is tentatively scheduled for late May over a three day period. Alternate sites have been arranged for nutrition and programs since there will be no public access to the Center during construction.

8. New Business

a. Certificate of Deposit – maturity date 3-14-2018

President Jason Kramar moved to accept the rate of 1.75 for 18 months, unless LGIP is made available again, then LGIP would be accepted. Commissioner Marian Drake seconded the motion and the motion passed 6-1, with Treasurer Connie Tenjum abstaining.

b. Community Room – review rates

The Commission reviewed and discussed the rate comparison and cost analysis. Vice President Bruce Stravinski moved to approve increasing the weekend cost share rates as presented, effective 9/1/2018 and to have the Center be closed on Sundays other than current user groups. Commissioner Robert Pulvermacher seconded the motion and the motion passed unanimously.

c. RSVP Statement of Assurance of Safety

Discussion occurred regarding the liability aspect of signing this document. The document is required by RSVP. Vice President Bruce Stravinski will make some inquiries regarding risk and word choice of the document. No action taken. Item will be added to next month's agenda.

9. Reports

a. President's Report

DeForest fire/emergency calls are up, response times are excellent, overall atmosphere is positive, always looking for more volunteers. The new Chief has been well received and is having a positive impact.

b. Executive Director's Report

• Building updates:

- Ahern quote to upgrade from analogue to cellular would cost \$2,389 to install and set-up and \$750 annually for monitoring. No alarms since February 7.
- NAMI service call was needed to address no heat in Community Room and a sensor needed to be replaced.
- Art's Electric repaired ballasts and outdoor light. Donated light by sign for \$137.47.
- The transition to the cleaning service on three days has gone smoothly. There was an issue with water overflow in the men's bathroom during a recent shift.

• Program updates:

- Dane County budget process has begun for 2019 with the drafting of priorities. Four Madison Senior Centers are proceeding with merger.
- Dane County Access meeting was March 6 – discussion about case management formula resulted in decision to remain the same.
- There are 20 individuals receiving food each week through our Food Distribution program. We also distribute food boxes to 14 people each month. Must qualify for these based on income level.
- Volunteer program - 79 volunteers worked last month. Three new awards will be presented at the Volunteer Appreciation Celebration. Lions Club will be helping with spring grounds clean up. Offering to place mini food pantry on grounds, more details to come.
- Programs – Hedda Hopper musical, March 27, bus trip to Silver Cinemas on March 9 and LINKages Bingo March 4.
- Community Events - met with Reese Macaskill, DeForest Park & Recreation Supervisor. Discussed ways to work well together and insights about planning. Rotary held lunch with school age children on March 7.

• Marketing:

- Compiled data for By The Numbers report with 2017 statistics used for United Way report, Annual Report and audit.
- New, full-color Scoop will launch in April.
- Staff business cards and website were updated with new logo.

• Barb will be attending a WASC conference on April 6 in Rothschild.

c. Committee Reports

None

10. Communication

a. Municipalities

- Windsor – A public survey is available on the Village of Windsor website regarding future planning. Barb Cooper was invited to represent the Center at a pre-kick off meeting and was asked to complete a separate survey. The survey will be completed by the Commission as a whole. Land purchase was completed by Kwik Trip
- Vienna – None
- DeForest – The school district is almost done with their current needs study.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, April 10, 2018 at 4:00 p.m.
- b. Strategic Planning will be held Tuesday, April 10, 2018 during the meeting.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Jane Henze seconded the motion and the motion passed unanimously.