

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

**Regular Commission Meeting Minutes
May 8, 2018
4:00 p.m.**

1. Call to Order

The meeting was called to order by Vice President Bruce Stravinski.

2. Roll Call

Present: Vice President Bruce Stravinski, Treasurer Connie Tenjum
Commissioners: Marian Drake, Jim Johnston, Jane Henze, Myra Josephson, Robert Pulvermacher; Steve Ruegsegger,

Absent: President Jason Kramar

Also present:
Ex-Officio Officer Barb Cooper
Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Barb Cooper.

4. Appearances before the Commission

None

5. Consent Agenda

- a. Approval of the April 10, 2018 Meeting Minutes
- b. Bills/Invoices

Commissioner Robert Pulvermacher moved to approve the April 10, 2018 meeting minutes with correction of grammatical error on item 10-b and bills/invoices. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

6. Financial

- a. Financial Reports
The Commission reviewed and discussed the financial reports presented.

b. Fund Transfers

Executive Director Barb Cooper is working with Windsor to transfers funds from DMB to LGIP and other financial institutions.

c. Budget Amendments

None.

Treasurer Connie Tenjum moved to approve Financial Reports and Fund Transfers as presented. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

7. Old Business

a. Building Repairs

The roofing contractor has installed the solar powered roof ventilation and opened more space between the old and new roofs to improve air flow. Contractor has ordered vented soffit material for the older sides of the building to be installed in a few weeks. Plans are being developed for services and programs during the parking lot replacement in late May/early June.

8. New Business

9. Reports

a. President's Report

Next meeting will be the annual meeting including slate of officers.

b. Executive Director's Report

- Executive Director Barb Cooper welcomed new Commissioner Steve Ruegsegger appointed by the Town of Vienna.
- On behalf of the Commission and Board, Executive Director Barb Cooper conveyed thanks to Commission Secretary and DeForest Half Century Club, Inc. Secretary Lonnie Breggeman for his many years of service (2011) and sent a Certificate of Appreciation and gift basket.
- Building updates:
 - On April 13, 20 and 23, there were trouble alarms. Ahern identified an issue with a phone line began in March. A service call to CenturyLink was placed and the technician found the fax line was damaged and repaired it.
 - Eight new tables for the Community Room will arrive May 18, funded through a grant and additional support from a donor.
 - Evco informed the Center it has acquired property to the west and may not need to rent parking spaces late 2018 or 2019.

- Following the last snow storm, there was a leak in the ceiling of the Community Room around the RTU. Contractor checked it out, but couldn't identify the cause.
- Technology
 - The switch to Charter didn't go as planned and Center will remain with CenturyLink for two analog lines for the alarm system.
- Program/staff updates:
 - New part-time assistant coordinator started on April 17.
 - Filed a Worker's Compensation report for an employee who fell on May 4 resulting in broken clavicle.
 - Meeting held with Cheryl Batterman, Dane County AAA manager to discuss survey results and our case management program.
 - Nutrition – looking into selling the gas range which would fund replacement electric range and other kitchen equipment.
 - Volunteer – event was successful and well attended. A news story and photographs were in the newspaper.
 - Programs –Brat Bust will be held May 18-19. Veteran's Remember the Fallen will be May 5-11.
- 2017 Audit is Monday, May 21.

c. Committee Reports

Staff input surveys are in process and there are meeting times available if desired.

11. Communication

a. Municipalities

- Windsor – Closed sessions are occurring in regard to TDS coming into the area. Open Book is this week. Wipperfurth and Blau elected to Dane County Village Executive Committee.
- Vienna – Open Book is tomorrow. The town is talking about roads and septic with Deforest along River Road. Annual Meeting was April 17.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, June 12, 2018 at 4:00 p.m.

14. Adjournment

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