

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

**Regular Commission Meeting Minutes
June 12, 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, Jim Johnston, Jane Henze, Myra Josephson, Robert
Pulvermacher; Steve Ruegsegger

Also present:

Ex-Officio Officer Barb Cooper
Note Taker Mary Jorgensen

3. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jane Henze.

4. Announcements

a. The DeForest Area Joint Community Center Commission will convene into a CLOSED SESSION pursuant to Wisconsin Statute 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body had jurisdiction or exercises responsibility. (Compensation, employee review)

5. Appearances before the Commission

None

6. Consent Agenda

- a. Approval of the May 8, 2018 Meeting Minutes
- b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the May 8, 2018 meeting minutes and bills/invoices as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously with President Jason Kramar abstaining.

7. Financial

- a. Financial Reports

The Commission reviewed and discussed the May, 2018 financial reports presented.

b. Fund Transfers

Per the motion of April 10, 2018, funds have been transferred from DMB to LGIP, Fortifi and Monona Bank to address FDIC thresholds and these accounts appear on the May Balance Sheet report.

The Commission reviewed and discussed the Parking Lot Payment Summary. The cost of the parking lot project totaled \$146,643.23. After these invoices are paid, the LGIP Capital Fund account will be \$39,500 approximately. The Commission discussed the need to maintain capital reserves for future major repairs.

Commissioner Jim Johnston moved to approve the Parking Lot Payment Summary as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously. Fund transfers to DeForest Half Century Club, Inc. will be made accordingly.

c. Budget Amendments

The Commission reviewed and discussed the draft 2018 Amended Budget.

Commissioner Robert Pulvermacher moved to approve the amended 2018 Budget as presented. Commissioner Jane Henze seconded the motion and the motion passed unanimously.

8. Old Business

a. Building Repairs

The roofing contractor expects the roof and attic ventilation project to be completed this week after the installation of vented soffits around the older portion of the building.

The parking lot was replaced May 24 to 31. After removing the asphalt, the contractor indicated that the gravel base was inadequate and would not be appropriate to pave over as it will not support the weight of vehicles. An electric line for the flag light was damaged and the repair by Art's Electric cost \$139. The excavation, gravel and installation of a recommended fabric barrier, increased the project cost to \$146,643.23 total. Fabric was supplied directly from a supplier saving over \$3,000.

There is a need to add soil and grass seed to protect the edges of a portion of the lot which will cost of \$1,200. Executive Director Barb Cooper will request a donation/discount.

9. New Business

a. Elections

Commissioner Marian Drake nominated Commissioner Steve Ruegsegger to a one-year term as secretary. Ruegsegger accepted the nomination. Commissioner Marian Drake moved to close the nomination. Commissioner Jim Johnston seconded the motion and the motion passed unanimously with Steve Ruegsegger abstaining.

Commissioner Marian Drake moved to retain the slate of other officers to one year terms. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

Current Slate of Officers

President	Jason Kramar
Vice President	Bruce Stravinski
Secretary	Steve Ruegsegger
Treasurer	Connie Tenjum

b. Committee Assignments

President Jason Kramar moved to nominate the following committee assignments.
Commissioner Jane Henze seconded the motion and the motion passed unanimously.

Executive Committee

Jason Kramar, Committee Chair
Bruce Stravinski
Steve Ruegsegger
Connie Tenjum

c. DeForest Windsor Chamber of Commerce golf event is June 14 at Cherokee Country Club, Fortifi Bank is donating \$5 per participant to Cornerstone fund.

d. Bank Accounts authorized signatures

Treasurer Connie Tenjum moved to add Secretary Steve Ruegsegger as an authorized signer to replace Secretary Lonnie Breggeman for the Monona Bank and Fortifi Bank accounts and Safe Deposit Box. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

*President Jason Kramar moved to suspend the rules to go to item 10 Reports on the agenda.
Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.*

e. Draft - 2019 Proposed Budget

The Commission reviewed and discussed the draft 2019 DeForest Area Joint Community Center Commission Budget.

Commissioner Jim Johnston moved to release the proposed 2018 Budget to the three municipalities. Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

President Jason Kramar commented that the parking lot re-paving was done correctly and will hold up well. He thanked the commission for its support of the project.

b. Executive Director's Report

- Building updates:
 - Parking Lot was replaced May 24-30. There is a need to add soil and grass seed to protect the edges of a portion of the lot with a cost of \$1,200.
 - The roof and attic repairs should be completed by June 15.
 - Eight new tables for the Community Room arrived May 22 and are working very nicely.

- Technology
 - TV/messaging boards have been set-up in the lobby and Fireplace Room and have been well received.
- Program/staff updates:
 - The high school interns completed their school year. An intern was hired for next year.
 - Case Management- For the first 4 months of the year we have had 44 new people. Throughout the parking lot construction, case managers continued to meet with clients and provide assistance including durable medical equipment.
 - Nutrition – My Meal My Way had a record of 68 participants on May 16. Average participation is above 40. During construction, Home Delivered Meals and congregate meals were both held at the library. It was significant work to inform volunteers and move supplies to and from the Center but well worth it. One participant said *“I am so grateful meal service was moved to the library and not cancelled. This gives a lot of us a chance to continue to get out and socialize otherwise we would be isolated at home.”*
 - Volunteer – For the month of May, the RSVP Driver Escort program provided 39 rides for seniors to medical appointments. Two new volunteers joined the volunteer team in the month of May.
 - Programs – Knights of Columbus chairman Jerry Schwartz presented a \$1,000 check from Brat Bust proceeds. Dogs on Call presentation will be June 19, featuring information about therapy animals and meet Daisy, a 10 year old Golden Retriever.
- 2017 Audit was Monday, May 21. Space Needs Study conducted in 2015-16 had been capitalized and the auditor determined it should now be closed due to the uncertain timeline for expansion. Worker’s Compensation expense of \$9,432 will be expensed to 2017.

c. Committee Reports

None

Treasurer Connie Tenjum moved to suspend the rules to go to item 14 Communications on the agenda. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

11. Convene into Closed Session (roll call)

Commissioner Jim Johnston moved to convene into Closed Session. Treasurer Connie Tenjum seconded the motion and the motion was passed unanimously 8-0 by roll call vote.

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

12. Reconvene into Open Session

Motion to reconvene was passed in the closed session.

13. Any Action Resulting from Closed Session

Commissioner Jim Johnston moved to approve the 2019 Wage Plan. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

14. Communication

a. Municipalities

- Vienna – There were no attendees at the open book meeting. Town was informed assessments may need to be increased.
- Windsor – Village will form a committee to work on new ordinance for RV/large vehicle parking in residential areas. Windsor is exploring brush and leaf pick up due to changes to its recycling center.
- DeForest – New grass is coming in at Fireman's Park, however July 4 event will be held on the next block. Fleet Farm is ahead of schedule. A referendum may be held this fall to address a dark store tax loophole.

15. Any Other Business That Lawfully Comes Before the Commission

It was mentioned that Steve Ruegsegger was not listed in the June Scoop.

16. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, July 10, 2018 at 4:00 p.m.

17. Adjournment

Commissioner Jane Henze moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.