

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

**Regular Commission Meeting Minutes
August 14, 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

Treasurer Connie Tenjum

Secretary Steve Ruegsegger

Commissioners: Marian Drake, Jim Johnston, Myra Josephson, Robert Pulvermacher

Absent:

Vice President Bruce Stravinski

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Steve Ruegsegger.

4. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the July 10, 2018 and July 25, 2018 Meeting Minutes

b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the July 10, 2018 and July 25, 2018 meeting minutes and bills/invoices as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for July, 2018. Executive Director Barb Cooper noted an increase in funding from Dane County for the My Meal My Way program and higher costs for Snow removal/Lawn care.

b. Fund Transfers

The \$60,000 fund transfer approved last month was completed.

c. Budget Amendments

None

Treasurer Connie Tenjum moved to approve the financial reports as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

8. Old Business

a. Draft-2019 Proposed Budget

Executive Director Barb Cooper reported that the municipalities have given positive feedback on the proposed 2019 budget, however the population estimate reports used to allocate the municipal contributions have been provided by Windsor and DeForest with Vienna numbers pending. President Jason Kramar noted concern regarding budget amount for snow removal and suggested increasing to avoid dipping into contingency money. Flooring replacement discussed, quotes are being gathered.

No action taken.

9. New Business

None

10. Reports

a. President's Report

- On behalf of the Commission and Board, President Jason Kramar conveyed thanks to Commissioner and DeForest Half Century Club, Inc. Director Jane Henze for her eleven years of service and provided a letter of appreciation for commissioners to sign. A gift basket was given to Jane when she was at the Center on August 10.

b. Executive Director's Report

- Building updates:
 - NAMI repair of an HVAC pipe above mezzanine cost \$288.90.
- Funding
 - Estate gift in the amount of \$25,000 from Dorothy Ramminger was July 19, 2018. There will be a future discussion of how to use of this gift.
 - The \$2,500 endowment contribution from DeForest Area Foundation, Inc. was received.
 - Center received \$222 for an iPad for case managers from a memorial gift.
 - \$100 donation from bb Jack's Restaurant's was received.
 - July 4th Pizza Hut booth proceeds totaled \$1,023 compared to \$2,301 in 2017.
 - Dane County gave preliminary service hours and client numbers for the 2019 contract.
- Program/staff updates:
 - Case Management- October will meet with the county's Elder Abuse and Adults at Risk unit to learn about changes and may have a Lunch and Learn meeting with police department. Coffee With A Cop on August 7 was a success.
 - Nutrition – will replace gas range with an electric range utilizing Dane County funds and proceeds of selling older equipment. Gas and alarm have been disabled.
 - Volunteer – Day of Caring projects will take place August 22-24. 9 new volunteers started in August.
 - Programs – upcoming events: 90 birthday celebration on September 13; The Garbo musical on September 25.
 - 4-H phoned about placing the mini food pantry and Barb suggested incorporating donations into Friday food distribution.
- 2019 will be the Center's 35th anniversary – plans to come!
- Wisconsin Non-Stock annual report and Charitable Organization renewal were filed.
- Barb Cooper attended Chamber of Commerce meeting and Focal Point Meeting. She will attend WASC conference on September 13 and Triad conference on September 28.
- Barb provided budget information to the Village of DeForest Committee of the Whole meeting on August 7.
- Plan to have a discussion of a new policy for donation of sick leave by employees at the September 11, 2018 meeting.

c. Committee Reports

None

11. Communication

a. Municipalities

- Vienna – Has noticed increased truck traffic due to road work on River Road in DeForest
- Windsor – Windsorfest is September 28, 2018.
- DeForest – Brews and Bites was successful, next event will have more food vendors and improved sound system. Fleet Farm scheduled to open on November 10.

12. Any Other Business That Lawfully Comes Before the Commission

Commissioner Marian Drake noted properties for sale on Lake Road and would like discussion of property acquisition to be an agenda item at the September 11, 2018 meeting.

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, September 11, 2018 at 4:00 p.m.

14. Adjournment

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