

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

**Special Commission Meeting Minutes
February 28, 2019
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

Secretary Steve Ruegsegger

Commissioners: Marian Drake; Adam Hanek; Jim Johnston; Robert Pulvermacher; Louise Valdovinos

Absent:

None

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Vice President Bruce Stravinski.

4. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the January 8, 2019 Meeting Minutes

b. Bills/Invoices

Treasurer Connie Tenjum moved to approve the January 8, 2019 meeting minutes and bills/invoices as presented. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

7. Financial
 - a. Financial Reports

Commissioner Jim Johnston moved to accept the Financial Reports as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

- b. Fund Transfers
None

- c. Budget Amendments

The Commission reviewed and discussed the proposed 2018 Amended Budget as presented. There were several revenue sources over budget, including Dane County, Donations and Interest. Expenses were below budget overall. The Worker's Compensation Insurance expense for 2018 is pending.

Vice President Bruce Stravinski moved to adopt the budget amendments as presented, including accepting the Worker's Compensation premium when known. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

Commissioner Louise Valdovinos moved to transfer the balance in the 2018 budget for Operating Contingency to LGIP #5 Operation Reserves. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

7. Old Business
 - a. Resource Development Committee
None

8. New Business

- a. CD maturity

The Commission reviewed and discussed Certificate of Deposit held at Fortifi Bank that matures on March 14, 2019.

Vice President Bruce Stravinski motioned to move the proceeds of approximately \$26,829.00 to LGIP #4 General Reserves. Commissioner Marian Drake seconded the motion and the motion passed with Treasurer Connie Tenjum abstaining.

- b. Alarm System

The Commission reviewed and discussed the proposals to replace the Fire Alarm panel and necessary devices. Executive Director Barb Cooper explained the options presented in the four proposals and summarized in the handout. The contracts and pricing for inspections and service were also reviewed.

Vice President Bruce Stravinski moved to accept the proposal from Midwest Alarm Services using funds from the Capital Account. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report- The school board has announced a \$125m referendum for improvements and expansions for the district. The population in the district is rapidly growing, however Kramar felt it should be noted that the fastest growing age segment in Dane county is seniors. Concern was noted that the municipalities may not be recognizing the needs of the seniors.

b. Executive Director's Report

- Audit – May 25, 2019
 - 2018 Dane County funding was \$98,004.77. An audit is not required below \$100k.
 - A change to the tax code for employee parking benefits does not pertain to the Center because parking is available for use by the general public.
 - Windsor is hiring an actuarial study for benefits to comply GASB Statement No. 75 relating to Other Post-Employment Benefits (OPEB). This is a change that relates to health insurance coverage for retirees who self-pay to remain on the state plan. The Center will need to pay for a portion of the study.
- The Center was closed six days due to inclement weather through February 12.
- Building updates:
 - Alarm – another issue with the alarm system occurred on February 1. Ahern and Enterprise Fire & Security technicians worked together to fix programming.
 - NAMI installed the shields to prevent water leaks on three RTU, under warranty at no charge.
- Funding
 - 2019 Municipal contributions were received from DeForest and Windsor.
 - Dane County updates:
 - Shawn Tessman was named the new Human Services Director.
 - Program Budgets and Personnel schedules are due February 25.
 - Focal Point meeting is scheduled for February 14 with 2020 budget priorities on the agenda.
 - United Way
 - 2018 Year End report is due March 1.
- Program/staff updates:
 - Case Management – March meetings include Grief Support on March 18, Caregiver Support on March 21 and Memory Café on March 22.
 - Volunteer – a front page article in the local paper on January 24 resulted in 12 inquiries with five people signing up to volunteer. Last month there were six new volunteers and two new businesses. Volunteer Appreciation event will be April 24.
 - Nutrition - In January, there were 825 meals served.
 - Programs – Linkages' annual breakfast was held January 19 and weather affected attendance. 38 people attended Active Shooter on February 6. March programs include Mardi Gras on March 5, "The Big Squeezey" accordion band on March 12 and Jessica Michna on March 26.
 - A staff member will have a leave of absence beginning March 15 through early April.

c. Committee Reports

None

10. Communication

a. Municipalities

Vienna: A new contract for a manure digester is in process. The hope is to change from generators to a system that converts manure to natural gas.

Windsor: The Village is taking the first steps to relocating the Windsor police to Depot Street. They are also working toward a new public works building out near the soccer fields.

DeForest: The community sports park has had the lighting installed and building work has started. The village is working on a second public works building. Boundary discussion will be finalized with Vienna.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, March 12, 2019 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.