

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

**Regular Commission Meeting Minutes
March 12, 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 Commissioner Lousie Valdovinos.

4. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the February 28, 2019 Meeting Minutes

President Jason Kramar requested agenda item 9a. change from the word “approve” to “announce”. Vice President Bruce Stravinski moved to approve the amended February 28,

2019 minutes. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

b. Bills/Invoices

Commissioner Marian Drake moved to approve the bills/invoices as presented. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports. It had been suggested that account titles with the term “sinking” be changed to “reserve.” Following a discussion it was decided that no action will be taken.

b. Fund Transfers

Executive Director Barb Cooper confirmed the transfer of \$20,000 to LGIP #5 Operating Reserves. The Commission discussed the Fund Balance accounts and how to record funds so that it is easier to track. Vice President Bruce Stravinski plans to meet with Windsor staff to get clarification on the process and report back at the April meeting.

c. Budget Amendments

Executive Director Barb Cooper presented a 2018 budget amendment for the Operating Contingency Fund account.

Vice President Bruce Stravinski moved to approve financial reports and a budget amendment as presented. Commissioner Lousie Valdovinos seconded the motion and the motion passed unanimously.

7. Old Business

a. Alarm System

Midwest Security Services has ordered parts and is working with the local fire department. An install date has not been determined. Proposals for the installation of an Access Control and door alarm system to improve building security were discussed.

Vice President Bruce Stravinski moved to approve the proposal from Boldtronics to install Access Control on two doors as well as Panic Emergency Door alarms on three exits. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

8. New Business

a. Actuarial study for audit

The Commission reviewed and discussed a new audit requirement for GASB No. 75 and the recommendation of an actuarial study. The Village of Windsor is requesting the Center pay a portion of the cost.

Treasurer Connie Tenjum moved to approve conducting an actuarial study and to pay a portion of the related cost. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

b. 2018 Participant report by municipality

The Commission reviewed and discussed the report of participants sorted by their municipality. 22.4% of users do not reside in DeForest, Windsor or Vienna. Currently the majority of financial support for the Center comes from tax contributions from these municipalities. There would be exceptions for public events, special groups and financial needs. For this reason, the Commission discussed initiating user fees for non-residents, through the following motions:

1. Commissioner Marian Drake moved to authorize the Center to assess a thirty dollar (\$30.00) annual user charge for non-resident participants. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

2. Secretary Steve Ruegsegger moved to authorize the Center to assess an annual premium charge of twenty dollars (\$20.00) for use of the pool room for non-residents. Commissioner Lousie Valdovinos seconded the motion.

The motion was tabled by Secretary Steve Ruegsegger.

3. Commissioner Lousie Valdovinos moved to assess a five dollar (\$5.00) daily fee for non-residents. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

The motion was returned to the table by Secretary Steve Ruegsegger. Vice President Bruce Stravinski requested a roll call vote for the motion.

Additional discussion ensued regarding initiating a premium charge for non-residents to use the pool and fitness rooms. Costs of upkeep and replacement of equipment and space were shared. A comparison of other centers showed that fitness rooms are not available at most centers and those with a fitness room have a fee. In Dane County, Stoughton is the only other center with a pool room.

The motion to authorize the Center to assess an annual premium charge of twenty dollars (\$20.00) for use of the pool room for non-residents passed 6-3 with no one abstaining.

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

Commissioner Marian Drake-Aye
Commissioner Adam Hanek-Nay
Commissioner Jim Johnston-Aye
Commissioner Robert Pulvermacher-Nay
Commissioner Lousie Valdovinos-Aye

4. Treasurer Connie Tenjum moved to authorize The Center to assess an annual premium charge of twenty dollars (\$20.00) for use of the fitness room for non-residents. Commissioner Lousie Valdovinos seconded the motion and the motion passed 6-3, with no one abstaining.

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

Commissioner Marian Drake-Aye
Commissioner Adam Hanek-Nay
Commissioner Jim Johnston-Aye
Commissioner Robert Pulvermacher-Nay
Commissioner Lousie Valdovinos-Aye

9. Reports

a. President's Report

President Jason Kramar has appreciated his role on the Commission, noting that depending on results of the upcoming election, he may or may not be returning.

b. Executive Director's Report

- Audit – May 25, 2019
 - Next year's 2019 Dane County audit will be waived if funding is below \$100k.
- Building updates:
 - Alarm – notified vendors of selection for new alarm system and service.
 - Village of DeForest is exploring changing internet service to TDS
- Funding
 - Dane County updates:
 - ADRC Board is holding public hearing on issues related to long term care at the Center on May 31.
 - Thrift & Gift Nook – the Center has re-purposed a closet as a craft and resale shop.
- Program/staff updates:
 - Volunteer – Save the date - **Volunteer Appreciation event will be April 24.**
 - Case Management – a \$3,661 grant was submitted and awarded for our two case managers, with up to three from other centers, to attend a 3-day conference on dying and grief in LaCrosse.
 - Community Events (CEC) report on Saturday Fitness Room pilot
The pilot began October, 2018. The first three months, the average attendance was 4 people. In January and February, 2019 the average has been seven individuals. For comparison, the weekday numbers range between 10-20 attendees. The CEC's continue to get positive comments about the Saturday availability.
 - Programs – Tax Preparation is offered in partnership with AARP at the Center through March 27.

c. Committee Reports

None

10. Communication

a. Municipalities

Vienna- No report.

Windsor- Windsor Road bridge is expected to be replaced and needs inspection.

DeForest- The Village installed a new Police Chief, James Olson, from Milwaukee. The Village is looking to replace Sam Blaknik, Community Development Director, who resigned.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, April 9, at 4:00 p.m.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.