

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

**Regular Commission Meeting Minutes  
April 9, 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

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

Absent:

Secretary Steve Ruegsegger

Treasurer Connie Tenjum

Commissioner Robert Pulvermacher

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. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

- a. Approval of the March 12, 2019 Meeting Minutes
- b. Bills/Invoices

The Commission reviewed the meeting minutes, bills and invoices as presented. Vice President Bruce Stravinski moved to approve the March 12, 2019 meeting minutes, bills and invoices. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

## 7. Financial

### a. Financial Reports

The Commission reviewed and discussed the financial reports. Vice President Bruce Stravinski and Executive Director Barb Cooper reported information from meetings with Windsor staff. It is possible to have HCC accounts within savings accounts. Amounts in savings will appear on the HCC Balance sheet. The process for using fund balance was explained and an Applied Reserves account will appear on the monthly financial reports to help show the use of prior year funds.

### b. Fund Transfers

The Certificate of Deposit for \$26,881.21 with Fortifi was cashed and transferred to LGIP #4 Reserves on April 2. The Ramminger estate gift of \$25,000 held in LGIP #3 Capital was transferred to a 900 account and will now appear on the DeForest Half Century Club, Inc. balance sheet.

Executive Director Barb Cooper recommends \$150,000 be transferred from DMB to Fortifi money market account (for operations) to comply with FDIC and earn interest. Commissioner Marian Drake moved to approve the financial reports and the fund transfer. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

### c. Budget Amendments

The Commission reviewed and discussed the proposed 2018 amended budget for expenses for Imputed Income of \$1,703.16 and Worker's Compensation for \$3,607.69.

Commissioner Adam Hanek moved to approve the 2018 amended budget as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

In order to have Applied Reserves appear on monthly reports in 2019, a budget amendment is needed in the amount of \$12,250. These funds will be used to pay for the new fire alarm system and door access system.

President Jason Kramar moved to approve an amendment to the 2019 budget item for Applied Reserves account to \$12,250. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

## 7. Old Business

### a. Alarm System

The new alarm system was installed and is active.

### b. 2018 Participant report by municipality

The Commission reviewed and discussed the proposed Out of Area Fee policy. Vice President Bruce Stravinski suggested adding the word “confidentially” to the last line. The Commission discussed options for a daily non-resident fee.

Vice President Bruce Stravinski moved to approve the Out of Area Participants Fee Policy with noted change, and amending the daily fee to \$10 daily. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

Commissioner Adam Hanek moved to approve amending the premium daily fee to \$7 for the Fitness Room and Pool Room each. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

## 8. New Business

### a. Telephone and Internet

The Commission reviewed and discussed the Village of DeForest change over to TDS for internet service. Overall the new proposal will save the Center money.

Commissioner Jim Johnston moved to approve the change to TDS service. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

### b. Cost Share Update

The Commission reviewed and discussed the cost share analysis. With two income sources discontinuing, Executive Director Barb Cooper recommended changes to the scheduling of the Community Events Coordinators and asked about canceling Saturday Fitness in response.

Commissioner Louise Valdovinos moved to discontinue the pilot program for Saturday Fitness. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

## 9. Reports

### a. President’s Report

The election is complete. Board appointments will come though soon. Adam Hanek’s term will expire in May, unless it is renewed. Both school board referendums passed.

President Jason Kramar looked for the board's consent to make inquiries regarding possible land opportunity from the school district. An Executive Committee meeting will be called to discuss findings.

In April, Employee Feedback forms will be distributed along with an invitation to meet confidentially in person. The topic will be on the May agenda.

b. Executive Director's Report

- Audit – May 25, 2019
  - 2019 Dane County audit will be required if funding is below \$100k. In the event funding is below, we requested the waiver letter
- Building updates:
  - The Center served as an emergency center on March 14 during flooding and evacuation. Police set up a registration desk and Red Cross volunteers were on hand.
  - Alarm was installed on April 1 and finalized on April 5.
  - Door Access system was installed on April 3-4.
- Funding
  - Cost Shares – Evco will no longer use parking lot after mid-October. Weight Watchers cancelled the Tuesday reservation.
  - Thrift & Gift Nook – the Center has re-purposed a closet as a craft and resale shop. Weekly donations have been \$75-100.
  - A donor made a \$500 contribution for a new television for the Exercise Room.
- Program/staff updates:
  - Volunteer – The volunteer program has had four new volunteers start in March. Preparations are all set for the appreciation luncheon in April.
  - Case Management – We are initiating a monthly educational group for those with diabetes. For the first 3 months of the year the numbers for case management and MA case management have increased each month.
  - Nutrition -
  - Community Events Coordinators will run an evening Yoga class at 5:00-6:00 pm.
  - Programs – Indoor Garage Sale will be held May 13 -18. Coffee and rolls will be offered to community members on a donation basis. Annual Brat Bust in partnership with Knights of Columbus is May 17 and 18 at Welhouse Flooring. President Jason Kramar suggested moving the brat bust closer to the high school as there may be a major basketball tournament that weekend.

c. Committee Reports

- i. Resource Development Committee
  - The group will meet in May.

10. Communication

a. Municipalities

Vienna- Jerry Marx has been elected as the new Chairman for the Town of Vienna

Windsor- Plans are underway for moving the Police Department to Depot Street.

DeForest- The floods were massive. There is a plan to approach Dane County Land and Water regarding water management.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, May 14 2019, at 4:00 p.m.

13. Adjournment

Commissioner Marian Drake moved to adjourn the meeting. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.