

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

**Regular Commission Meeting Minutes
September 10, 2019
4:00 p.m.**

1. Call to Order

Vice President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

Vice President Bruce Stravinski

Treasurer Connie Tenjum

Secretary Steve Ruegsegger

Commissioners: Marian Drake, Jim Johnston, Louise Valdovinos

Absent:

President Jason Kramar

Commissioner Adam Hanek

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Jim Johnston led the Pledge of Allegiance.

4. Appearances before the Commission

Three members of the American Legion, Dick Snortum, Bill Ridgely and Rich Hankins.

Vice President Bruce Stravinski moved to item 7b on the agenda.

5. Consent Agenda

a. Approval of the August 13, 2019 Meeting Minutes

b. Bills/Invoices

The board reviewed the August 13, 2019 meeting minutes and the bills/invoices. Treasurer Connie Tenjum moved to approve consent agenda. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The board reviewed and discussed the financial reports. There may be a need to amend budgets for revenues for Cost Share and Interest. Staff is monitoring Facility Maintenance expenses due to costs such as tree removal.

b. Fund Transfers

The Audit is complete. Executive Director Barb Cooper recommended a fund transfer of \$25,000 to the capital account.

c. Budget Amendments

None

Treasurer Connie Tenjum moved to approve the financial reports as presented and to move \$25,000 to the capital fund. Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously.

7. Old Business

a. 2020 Proposed Budget

No action taken. Information was provided to the municipalities following the August meeting. Item will be on the October agenda when all three municipal representatives will be present.

b. Sub-Lease Renewal

Executive Director Barb Cooper reviewed the history and reasoning for reviewing the lease and proposing an addendum. The Commission and the three members of the American Legion Post #348 discussed the draft addendum and suggested edits. Executive Director Barb Cooper will provide an updated addendum reflecting the discussion. It will be presented at the October meeting. Upon approval, the document will be provided to the Legion for a review by members.

Vice President Bruce Stravinski returned the meeting to item 5 on the agenda.

8. New Business

a. Audit Quote

The quote for the 2019 Audit is \$6,700.00 and reflects a \$200.00 increase. Treasurer Connie Tenjum moved to approve the increase. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. Document Retention and Destruction policy

The board reviewed and discussed the draft presented. Commissioner Jim Johnston moved to accept the updated Document Retention and Destruction policy as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

No report

b. Executive Director's Report

- Audit 2018
 - Form 990/1952 is due November 15.
- Building updates:
 - Art's Electric is providing a LED quote with potential rebate from Focus on Energy.
 - Repairs to exterior doors on storage will cost \$360.
 - 3 Year inspection of sprinkler will cost \$1,120.
 - Windsor Lawns estimate for removal of tree for \$800 at this time and \$2,000 for two additional at a later date.
- Funding/Technology/Other
 - Our 35th anniversary events were a grand success. There was great attendance and \$4,000 was raised.
 - Steve Ruegsegger has upgraded 7 computers running Windows 2007 to Windows 10.
 - DaneNet, our new computer support vendor, will upgrade the server.
 - Fortifi safe deposit box contents have been re-organized and updated.
 - The open Vienna Commission seat was posted in the town newsletter.
 - An uncashed \$25 check from 2016 needs to be submitted to Dane County as unclaimed property.
- On August 13 Barb Cooper, Natalie Raemisch and Roxane Carley met with Abby Lowery to discuss housing situation.
- Program/staff updates:
 - Survey results included in packet. Staff will be discussing at September 16 meeting.
 - The pool room was re-configured with one less table to allow for adequate chairs and to keep the fire exit clear.
 - Case Management – We are encountering an increase in people needing help to pay their bills. We have made several referrals to the Volunteer Representative Payee program at NewBridge.
 - There is a new tool on the Medicare website to search Medicare part D plans. Open enrollment is starting in October.
 - Nutrition program – free SSI placemats with information about scams and fraud prevention were ordered and will be utilized during meals.
 - Barb Cooper and Cheryl Ksobiech will attend the 2019 WASC Fall Conference on October 3&4.

c. Committee Reports

i. Resource Development Committee

The 35th Anniversary celebrations were successful. Just under \$4,000.00 was made between the raffles and concessions. Year to date fund raising events have netted \$13,000.00 from the garage sale, thrift and gift nook, 4th of July pizza sale and brat bust.

10. Communication

a. Municipalities

Vienna – Approved the Center’s 2020 Budget. Has not appointed a Commissioner yet.

Windsor – The community park is completed and was featured on Channel 15 news.

DeForest – No report

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

a. The next meeting date is Tuesday, October 8, at 4:00 p.m.

13. Adjournment

Commissioner Marian Drake moved to adjourn the meeting Commissioner Jim Johnston seconded the motion and the motion passed unanimously.