

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

**Regular Commission Meeting Minutes  
August 10, 2021 4:00 p.m.**

1. Call to Order  
President Bruce Stravinski called the meeting to order.

2. Roll Call  
Present:  
President Bruce Stravinski  
Vice President Abby Lowery  
Secretary/Treasurer Steve Ruegsegger

Commissioners: Adam Hanek, Jim Johnston, Anna Lezotte, Denise Powell, Louise Valdovinos

Absent:  
Marian Drake

Also present:  
Ex-Officio Officer Barb Cooper

3. Pledge of Allegiance  
The Commissioners recited the Pledge of Allegiance.

4. Appearances before the Commission  
None

5. Consent Agenda
  - a. Approval of the July 13, 2021 Meeting Minutes  
The Commission reviewed and discussed the minutes as presented.

b. Bills/Invoices  
The Commission reviewed and discussed the Bills/Invoices as presented.

Commissioner Louise Valdovinos moved to approve the consent agenda items.  
Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

6. Financial
  - a. Financial Reports

The Commission reviewed and discussed the financial reports as presented. There are five cost centers that are below budget due to either COVID related reasons or a 4 month leave of absence.

b. Fund Transfers

Executive Director Barb Cooper requested a fund transfer for \$8,489.96 from the Commission to DeForest Half Century Club, Inc. for building projects (painting, exterior doors and grease trap) included in the 2021 budget.

c. Budget Amendments - None

Commissioner Anna Lezotte moved to approve the Financial Reports and the Fund Transfer as requested. Vice President Abby Lowery seconded the motion and the motion passed unanimously.

7. Old Business

a. COVID update

The Commission discussed whether to require masks for all people entering the Center, regardless of vaccine status. Dane County suggested this be considered by senior centers in the county, because the current CDC guidelines are for the general population and the senior population we serve is at a higher risk.

Vice President Abby Lowery moved to require masks effective Friday, August 13 upon entry into the Center, regardless of vaccine status. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

b. 2022 Proposed Budget

Cooper will present at the Village of Windsor meeting on August 19. No action taken.

8. New Business

a. Contact Management Database

With approval from two officers, a contract with SchedulesPlus was signed on July 21. The change will be completed by August 31. Commissioner Jim Johnston moved to formally approve the SchedulesPlus contract. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

b. Ad Hoc Search Committee

President Bruce Stravinski formed a committee to recruit and hire a replacement for Executive Director Barb Cooper. The following commissioners were appointed:

Jim Johnston	Denise Powell
Anna Lezotte	Steve Ruegsegger
Abby Lowery	Bruce Stravinski

c. Sprinkler system analysis

The Commission reviewed and discussed the Monona Plumbing & Fire Protection proposal for replacing the main fire sprinkler pipes in the existing attic. The project will be completed in two phases beginning with the older portion of the building. The total cost is \$21,200.

Commissioner Jim Johnston moved to approve the proposal and funding plan as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

No report.

b. Executive Director Report

- Kim Crowley was hired as assistant coordinator and will begin on August 18.
- Parts for the upgraded automatic door openers for the restrooms are delayed. This will be funded by the DeForest Area Foundation grant.
- Following workstation assessments, keyboard trays for 6 staff members were installed with cost of \$1,697.44. Funded by donation.
- In an effort to improve food quality and temperatures for Home Delivered Meal (HDM) program, electric heated with car plug-ins have been ordered with cost of \$866.60. Memorial gifts will be used.
- A Grease Trap in the kitchen was replaced on July 21 with a cost of \$1,910.
- NAMI recommends replacement of a condenser fan motor, blade and capacitor with cost of \$1,800.
- The fire alarm sprinkler system proposal was received and is included in board packet.
- The data transfer and training for SchedulesPlus contact management is underway. Cost of \$1,180.
- There was an incident on the evening of Monday, 7/26, when a custodian saw a man looking into the Community Room windows under suspicious circumstances. The Police Department was contacted and asked to patrol during evening and weekends. Staff is closing blinds during off hours and on alert.
- One of our HDM volunteer drivers called 9-1-1 for an ambulance due a health concern for a meal recipient on July 30. A safety check is a valuable part of the meal service.
- DFPD is hosting a Family Fun Night and asked the Center staff to participate.
- The two ash trees were treated on July 8 with a cost of \$470
- Center staff were trained on Windsor's payroll portal system being implemented in August.

c. Committee Report

None

10. Communication

a. Municipalities

- Vienna: None.
- DeForest: A TIF for Pinseekers golf development was approved. It was amended to allow time to study/mitigate bird migration and harvest existing crops. The Village Administrator is retiring 1-31-2021 and a replacement will be recruited. A second Fire Station is being discussed with Windsor and may be located on North Towne Road.
- Windsor: The Windsor Road corridor will be a multi-year project. Discussions with DeForest regarding improvements are being held. Windsor is exploring a 4-way stop for Highland Drive and Windsor Road due to increased traffic.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. Ad Hoc Search Committee – August 10, 2021 following regular Commission meeting
- b. The next meeting date is September 14, 2021 at 4:00 p.m.
- c. Stakeholder’s meeting – to be determined. Municipal representatives will inquire if their boards are interested in a meeting attended by all/most members or just key representatives and what timing makes sense.

### 13. Adjournment

Commissioner Jim Johnston moved to adjourn the meeting. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.