

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

**Regular Commission Meeting Minutes
March 8, 2022 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: Marian Drake, Adam Hanek, Jim Johnston, Anna Lezotte, Denise Powell,
Louise Valdovinos

Absent:

None

Also present:

Ex-Officio Officer Cindy Browning

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Commissioners recited the Pledge of Allegiance.

4. Appearances before the Commission

Judd Blau, Director of Public Services/Deputy Administrator and Greg Hall, Parks
Supervisor/Public Services Project Coordinator for the Village of DeForest.

5. Announcements

None

President Bruce Stravinski moved to item 8a. County V Reconstruction

6. Consent Agenda

a. Approval of the February 8, 2022 Meeting Minutes

The Commission reviewed the minutes provided. Commissioner Anna Lezotte moved to
approve the February 8, 2022 minutes. Commissioner Louise Valdovinos seconded the
motion and the motion passed unanimously, with Abby Lowery abstaining.

b. Bills/Invoices

The Commission reviewed the bills and invoices provided. President Abby Lowery

moved to approve the bills/invoices as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Two sets of financial reports were shared, end of month for February and 2021-year end. Executive Director Cindy Browning reviewed income and expenses from February. The Commission reviewed and discussed the financial reports presented.

b. Fund Transfers

None

c. Budget Amendments

None

Commissioner Denise Powell moved to approve the financial reports presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

8. Old Business

a. COVID update

Masks are optional since the mandate has been lifted. The Center is offering masks at the door, no charge for those who would like one. The Executive Director Cindy Browning asked the Commission to consider extending open hours back to 4:00 pm. The Commission discussed the implications of resuming 4pm closure. The Commission agreed to resume 4:00 pm closure effective April 1, 2022.

No Action taken. Item will remain on the agenda.

b. Performance Evaluation

The Executive Committee intends to meet following the April 12 Commission Meeting.

No action taken. Item will remain on the agenda.

9. New Business

a. County V Reconstruction

Judd Blau from the Village of DeForest presented information regarding plans for Hwy V urbanization. Blau described plans to close the entry to the upper parking lot and widening the current driveway to also include entry into the upper lot. The Commission thoroughly discussed pros and cons regarding plans, including options for location of curb cut/access point creation on Hwy V along with new sign location.

Item will remain on agenda. The Commission will discuss plans for the Center at the April meeting.

b. LPI Renewal

Executive Director Cindy Browning shared new Service Agreement and Partnership Agreement from LPI, Publications who prints our monthly newsletter.

Commissioner Jim Johnston moved to accept and sign the proposed agreements, extending contract for five more years, beginning April 1, 2023. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

c. Fund Development

Executive Director Cindy Browning reviewed grant applications she has completed and that have been approved for funding. The Commission appreciated the grant work done. The Commission discussed grant funds being used for a “Senior in Need” program; assistance will support clients/participants maintaining their independence. The Commission discussed if approval is needed for Executive Director prior to writing and submitting grant requests.

Vice President Abby Lowery moved that permission for the Executive Director to write and submit grant requests, is only needed if the grant requires matching funds. Commissioner Denise Powell seconded the motion and the motion passed unanimously.

d. Water Fountain/Faucet Upgrade

Vice President Abby Lowery explained that the Village of DeForest board members have received 9 new eligibility criteria requirements for consideration when reviewing ARPA funding requests. The Center submitted a request for upgrading touchless faucets and a water fountain that will reduce transmission of viruses. Lowery will continue to advocate for the Center regarding the ARPA funds. The Commission discussed options if the ARPA funds do not come through for the touchless fountain and faucets.

No action taken. Item will remain on the agenda.

10. Reports

a. President’s Report

No report.

b. Executive Director’s Report

- Re-opened non-essential services & resumed open hours from 9-2pm on Feb 9th.
- Congregate Meals (In-Person Dining) to resume March 1st. Mask mandate lifted as of March 1st but highly encouraged for participants and volunteers.
- Tax return services were provided at the Center to 42 people through AARP in Feb.
- Water leak found and repaired in office next to billiards room on Feb 18th.
- Received annual municipal contributions from DeForest, Windsor and Vienna.
- Meet and Greet with new Executive Director, Cindy Browning held Feb 21st and Retirement Party for Barb Cooper held Feb 28th at the Center.
- Barb Cooper hosted mini fundraiser for the Center in honor of her retirement.

- Kwik Trip non-monetary grant received valued at \$1,500 for 75- \$20 gas cards- Case Management programming (Seniors in Need).
- Thank you note received: “I do appreciate all the services provided by the Center all year long. They enrich my life considerably in this community. Thank you!”
- DeForest Area Joint Community Center Commission Annual Planning Calendar

c. Committee Reports

None

11. Communication

a. Municipalities

- DeForest: New ethics code has been approved. An open house for learning about Village projects is scheduled for March 10. The Village is seeking bids for the fire building addition and remodel.
- Vienna: No report.
- Windsor: Purchased property in Windsor Crossing, set aside for a second fire/EMS building in 4-5 years. Plans for improvements to Fireman’s Park, a new water tower and Windsor Road repair and improvement.

12. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- Next meeting date is Tuesday April 12 at 4:00 p.m.
- State of the Center Meeting – postponed, re-scheduled date is to be determined pending COVID conditions.

13. Adjournment

Commissioner Anna Lezotte moved to adjourn the meeting. Secretary/Treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.