

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

**Regular Commission Meeting Minutes  
March 14, 2023 4:00 p.m.**

1. Call to Order

President Abby Lowery called the meeting to order.

2. Roll Call

Present:

President Abby Lowery

Vice President Monica Smith

Secretary/Treasurer Steve Ruegsegger

Commissioners: Adam Hanek, Randy Hanson, Anna Lezotte, Louise Valdovinos, Jacob Vehring

Absent:

Denise Powell

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance led by Commissioner Jacob Vehring.

4. Announcements

The DeForest Area Joint Community Center Commission will convene into closed session pursuant to §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion regarding filling of vacant employee positions (vacant Executive Director position)

President Abby Lowery noted that Commissioner Denise Powell is not able to attend today's meeting.

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the February 14, 2023 Meeting Minutes

b. Bills and Invoices

The Commission reviewed the Consent Agenda. Vice President Monica Smith moved to approve the Consent Agenda as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch noted the Windsor and DeForest municipal contributions have been deposited. Raemisch noted the snow removal line item expenditure is high, due to the heavy snows. The Commission reviewed and discussed the financial reports provided.

Commissioner Randy Hanson moved to approve the financial reports. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

b. Fund Transfers

Raemisch shared that last year around this time money was moved from DMB to the LGIP account to keep the balance under \$200,000.00. The Commission shared thoughts about fund management and diversification. They discussed reviewing all accounts to consider status and possible changes.

Vice President Monica Smith moved to ask Commissioner Jacob Vehring, Sindy Schwenn (Windsor) and Executive Director Natalie Raemisch to review accounts and consider options. Potential changes would be presented to the Executive Committee for between meeting approval. Secretary/treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

8. Old Business

a. COVID update

The Commission asked to remove this agenda item in May, in accordance with the Federal Government official end of the COVID Public Health Emergency.

b. County V Reconstruction & Center Signage/Names

The new signs were installed today, March 14, 2023.

c. Budget Amendment Guidelines

The Commission discussed updating the budget amendment policy for better efficiency of meetings and increasing focus to “bigger picture” topics. President Abby Lowery and Executive Director Natalie Raemisch will meet and develop draft policy to share at the April meeting.

## 9. New Business

### a. Community Involvement

Executive Director Natalie Raemisch shared upcoming community events and volunteer opportunities.

- LINK-ages Senior Breakfast 3/18, 9:30am
- Wellness Fair, Lake Windsor Country Club, 3/22 4-6pm
- Concession stand fundraiser at the Sports Commons, 5/20-5/21
- Bingo tent at the 4<sup>th</sup> of July Festival

## 10. Convene into Closed Session (roll call)

Commissioner Anna Lezotte moved to convene into Closed Session with a roll call vote. Commissioner Jacob Vehring seconded the motion. Ayes were by Lowery, Hanson, Smith, Lezotte, Valdovinos, Ruegsegger, Vehring, and Hanek there were no Nay votes. The motion passed 8-0.

President Abby Lowery-Yes  
Vice President Monica Smith-Yes  
Secretary/Treasurer Steve Ruegsegger-Yes  
Commissioner Randy Hanson-Yes  
Commissioner Adam Hanek-Yes  
Commissioner Anna Lezotte-Yes  
Commissioner Louise Valdovinos-Yes  
Commissioner Jacob Vehring-Yes

## 11. Reconvene into Open Session

Secretary/treasurer Steve Ruegsegger moved to reconvene into open session. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

## 12. Any Action Resulting from Closed Session

No action taken.

## 13. Reports

### a. President's Report

President Abby Lowery's last meeting will be April 11. A new trustee will be assigned to the Commission and will attend the May meeting. In June, there will be an election of officers. Traditionally, the officer roles have been filled by trustees. Any Commission member can be nominated or self-nominate for the officer roles.

### b. Executive Directors' Report

- a. Accounting update: Deni, Sandy, Natalie and Cheryl's roles
- d. Donations from tax prep: averaging \$300/week (used to be less than \$100)
- e. Hiring new case manager: job posted

f. Strategic planning: met with DeForest administrators Alex and Bill. Plan to meet with Windsor and Vienna next.

c. Committee Reports

a. Stakeholders Subcommittee Meeting: Awareness & Education

Commissioner Randy Hanson suggested the Commission move towards establishing action steps for the next area to address. A potential name change is significant and may need a decision before moving forward. Hanson asked the Commission to come with ideas to the next board meeting and plan for a short brainstorming session.

14. Meeting Dates/Agenda Items

a. Next meeting date is Tuesday April 11, 2023 at 4:00 p.m.

15. Adjournment

Commissioner Randy Hanson moved to adjourn the meeting. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.