

**VILLAGE OF GERMANTOWN
SENIOR CENTER ADVISORY COMMITTEE
MEETING MINUTES
October 23, 2014**

I. CALL TO ORDER:

The meeting was called to order at 5:30pm by Chairperson Daniels.

II. ROLL CALL:

Present: Chairperson Shane Daniel, Trustee Jeffery Hughes, Trustee Art Zabel, Senior Club Representative Arline Flesch, Citizen Representative Norine Janzen;

Staff: Senior Coordinator Katie Rodger, Park and Recreation Director Justin Casperson;

Audience: Cathie McCaffrey, Lynn Schriener, and Elaine Laabs.

III. APPROVAL OF MINUTES:

Motion by Janzen, seconded by Zabel to approve the July 24, 2014 meeting minutes; motion carried unanimously.

IV. PUBLIC INPUT:

A. None.

V. OLD BUSINESS:

A. Garden Club & Landscaping: Director Casperson stated the Village reviewed and approved the landscape plans. Pat Skarie who is a senior at the Senior Center, found and coordinated the installation of the materials. The Garden Club, which is made up of seniors from the Senior Center have been watering the plants. The Garden Club will continue to water and perform light maintenance on the landscape beds in 2015. There was some discussion on the number and size of pots. The Garden Club will meet to discuss pot options.

VI. NEW BUSINESS:

A. Senior Center Accreditation: Director Casperson presented the Wisconsin Association of Senior Centers Accreditation Standards for Multi-purpose Senior Centers to the Committee. He explained the Center was accredited in 2005; however the accreditation expired in 2010. Since 2005 the Center went through a large expansion and complete staff turnover, this would bring clarity to the Senior Center's operations, identify areas that need to be strengthened, and promote efficiency. The staff hopes to bring together all the Center's guidelines, policies and administrative practices into one document.

B. Security Camera System: Director Casperson stated he & Senior Coordinator Rodger met with Tyco SimplexGrinnell and MCR Services about the Security Camera system. Both companies are getting proposals together. He explained the desire by Village staff to install interior cameras in the exercise room, hallways and perhaps in some of the rooms. Trustee Zabel suggested staff use hand held radios, similar to the ones DPW use in case of an emergency. The Committee suggested wireless cameras as a potential savings instead of wired cameras. Proposals will be brought back at the next scheduled committee. Staff will investigate the idea of hand held radios.

- C. Senior Center Rental Policies: Director present the current and proposed rental policies. He explained the goal to remove the irrelevant policies, insert new policies and increase rentals of the building. There was discussion on the clarity of the reservation process and renters using the stove. Motion by Janzen, seconded by Zabel to approve the Proposed Rental policies as presented; Motion by Zabel & seconded by Janzen to amend the motion to include clarity on the reservation process as “To rent a room a 50% deposit is required plus a \$100 refundable deposit. The remaining balance is required two weeks before the date reserved.” Motion Carried Unanimously.
- D. Program Fees: Director Casperson stated it was discovered that in October of 2010 the Committee decided that senior recreation programs would have a separate fee for resident and non-residents. And after looking through the current fees it was found that some programs and activities charge a non-resident fee and some programs and activities do not. He wanted clarification if the Committee wanted a separate non-resident fee and how it should be applied. There was discussion about who can use the building, since there is no fee charge for its use and how to handle non-residents using the building, but not paying a fee, nor paying taxes to offset the expenses; and how to handle non-resident Club members using the building, but paying a fee to the Club, but not of the Village. Village staff would research what other Senior Centers are doing with fees and bring it back to the Committee. Motion by Zabel, second by Hughes to charge a separate non-resident fee for recreation programs 20% higher than the resident fee. Motion Carried Unanimously.

VII. DIRECTOR’S REPORT:

- A. None.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST

- A. Bazaar is this Saturday, October 24. The Committee and public are encouraged and welcome to attend.

IX. ADJOURNMENT

Chairperson Daniels adjourned the meeting at 7:05pm

Respectfully Submitted by: Justin Casperson