

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	Senior Center Advisory Committee
TIME & DATE:	5:30pm, Thursday, January 22, 2015
LOCATION:	Germantown Senior Center, W162 N11960 Park Ave., Germantown, WI 53022

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:** October 23, 2014
- IV. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **OLD BUSINESS:**
 - A. Security Camera System
- VI. **NEW BUSINESS:**
 - A. Senior Center Accreditation
 - B. Senior Center Usage Fees
- VII. **DIRECTOR'S REPORT:**
- VIII. **ANNOUNCEMENTS OF PUBLIC INTEREST:**
- IX. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting. Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**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 & the 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



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

SENIOR CENTER ADVISORY COMMITTEE

MEETING DATE: January 22, 2015

AGENDA ITEM: Old Business

ITEM TITLE: Security Camera System

SUBMITTED BY: Justin Casperson, Park & Recreation Director

SUMMARY:

In July of 2014 the Park and Recreation Department discovered that the security camera system was not working. Tyco SimplexGrinnell & the Village IT Contractor determined the computer's mother board had failed and needed replacement. Tyco SimplexGrinnell stated it would cost \$2,500 to replace the computer. At that time it was decided to not replace the computer and evaluate the system and explore possible solutions. The current cameras are on located on the exterior part of the building; however the greater concerns are the interior part of the building, especially the exercise room.

Tyco SimplexGrinnell and MCR Services provided proposals for installing interior cameras (see attached). Six cameras would be installed (exercise room, south hallway, multipurpose room, northeast hallway, kitchen and main room). Below are quotes from both companies, however not included in the quotes is the reconnection to the existing cameras.

Tyco SimplexGrinnell Quote	\$10,687.00
MCR Services Quote	\$ 5,892.00

ATTACHMENT:

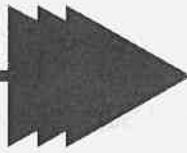
Tyco SimplexGrinnell Quote
MCR Services Quote

RECOMMENDATION:

- 1) To accept the MCR Services quote and recommend the item for Village Board approval during the 2016 capital budget process.
- 2) To contact MCR or both companies about providing a quote on reconnecting to the exterior cameras and bring the quotes back to the next scheduled meeting.
- 3) To do nothing and leave the security camera system in its current state, which is not functioning at all.

MCR Services LLC

Electrical Technologies



*Electrical Contracting
Voice/Data/Sound/
Security Cabling
Camera Surveillance
Card Access
Phone Systems
Fire Alarm Systems & Monitoring*

October 15, 2014

Germantown Park and Recreation Department
N112W17001
Germantown, WI 53022

Attn: Justin Casperson

Subject: Senior Center Camera System

Dear: Justin

We are pleased to submit our following proposal for the above referenced project. Please see the following breakdown:

Recorder and Head End Hardware \$2,718.00

- 1) Furnish and Install (1) 16 Channel DVR with 2TB Hard Drive which can be viewed remotely via Internet.
- 2) Furnish and Install (1) 22" LED Monitor
- 3) Furnish and Install (1) HDMI over Category 6 Cable Module.
- 4) Furnish and Install (1) 16 Port POE Switch.
- 5) Furnish and Install (2) 3' HDMI Cables.
- 6) Furnish and Install (1) Category 6 Cable between NVR and Network Jack or Data Rack.
- 7) Furnish and Install all Cabling Required.
- 8) Provide Proper Strapping and Supporting of all Cabling.

Exercise Room Camera \$529.00

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.
- 3) Provide Proper Strapping and Supporting of all Cabling.

South Hallway Camera \$529.00

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.
- 3) Provide Proper Strapping and Supporting of all Cabling.

Multi-purpose Room Camera \$529.00

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.

- 3) Provide Proper Strapping and Supporting of all Cabling.

Northeast Hallway Camera \$529.00

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.
- 3) Provide Proper Strapping and Supporting of all Cabling.

Kitchen Camera \$529.00

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.
- 3) Provide Proper Strapping and Supporting of all Cabling.

Large Multi-purpose Room Camera(s) \$529.00 EACH

- 1) Furnish and Install (1) 2 Mega Pixel Indoor Dome Camera with 3.7mm Fixed Lens.
- 2) Furnish and Install all Cabling Required.
- 3) Provide Proper Strapping and Supporting of all Cabling.

Qualifications:

- 1) This proposal is during normal business hours.
- 2) This proposal is valid for 30-days.
- 3) Initial Programming and Testing Included.
- 4) Village of Germantown's IT Administrator to assist in the setup of remote viewing application.
- 5) Depending on the number of cameras that are determined to be used you would have up to 16 total cameras on this system. The existing exterior cameras could be converted to be used on this system in the future should there be a need.
- 6) Hardware has a 3 Year Manufacturer's Warranty.

Thank you for giving us this opportunity on providing this proposal to you. If you have any questions, comments, or concerns, please don't hesitate to call us anytime.

Sincerely,

Donovan Ruh
MCR Services, LLC

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N58W14782 Shawn Cir
MENOMONEE FALLS, WI 53051
(262) 781 1710
FAX: (262) 781 3573
www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
Village Of Germantown
Po Box 337
GERMANTOWN, WI 53022-0000

Project: Exacq Option
Customer Reference:
SimplexGrinnell Reference: 336421875
Date: 10/30/2014
Page 1 of 4

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
	Exacq Option	
	Exacq Option	
1	1604-48-3000-LC	Exacq 16 Analog LC 3TB
1	HP 1910-24G-PoE	HP 24 Port Gigabit POE Switch
6	SNC-XM631	Sony 1080p 3mm WDR Ind Dome
6	EVIP01	Exacq Pro Level 1 Cam License
	Pro Services	
	Tech Services	
	BA Electric	
	BA Electric	

Total net selling price, FOB shipping point, \$10,687.00



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SENIOR CENTER ADVISORY COMMITTEE

MEETING DATE: January 22, 2015

AGENDA ITEM: New Businesses

ITEM TITLE: Senior Center Usage Fees

FROM: Katie Rodger

SUMMARY:

To get a better idea of how many non-residents use our facility I have collected some data:

I conducted a survey of other senior centers in Wisconsin to see what their policies are (see attachment). There were 29 Senior Centers who responded.

- Of those 29 centers 8 charge a membership fee to use the building, 28%
- 7 of the 29 have a separate Senior Club that charges membership dues, 24%

While we do not have specific statistics about how many non-residents use our facility, we do have attendance records from our daily programs.

- In 2013 we had 10,349 residents sign our daily activity attendance sheets and 1,346 non-residents (approximately 13%)
- In 2014 we had 12,022 residents sign our daily activity attendance sheets and 1,526 non-residents (approximately 13%)
- In 2013 the Senior Club had 34 non-resident members and 324 residents (10%)
- In 2014 the Senior Club had 39 non-resident members and 300 residents (13%)

Since the Germantown Senior Center is primarily funded through tax dollars would it make sense to charge non-residents to use our facility? Do we need to take into account our Germantown Senior Citizens Club? The Senior Club operates within the facility, but is separate from the Village. The club has its own checking account, membership, newsletter, board of directors, special events, and policies. The Club charges a membership fee of \$15 for residents & \$21 for non-residents. The Club pays for the center's office supplies but not other operational costs. The club also gives a check to the Village, yearly, for \$6 from each non-residents membership dues.

RECOMMENDATION:

1. Keep the senior center free for all seniors.
2. Charge just non-residents a fee to use the senior center.
3. Charge everyone to use the senior center, have a different resident and non-resident rate.
(If option 2 or 3 is chosen, we need to determine how it will be monitored that the individual has paid. For example, everyone shows a badge/pass at the front desk)

Senior Center Survey					
#	Location	Governing Agency	Use?	Do you charge a fee?	Separate Senior Club?
1	Portage	County	adults 55+	No membership fee, some classes may have a cost but it is the same price for everyone.	No
2	Chetek	Municipal	adults 55+	Everyone pays \$0.25 for daily activities, exercise, games, etc.	Yes, Chetek Senior Citizens, Inc. The benefits include a monthly newsletter mailed or given in person at the Center; a birthday card with a coupon for a free meal; a voice in the organization; a discount at the annual Christmas party.
3	Columbus	Municipal	adults 50+	No fees except for special events and activities	The Senior Club dissolved in 2013. Currently have a "Friends of the Senior Center".
4	Ripon	Municipal	adults 55+	No membership fee, some classes and events have a fee associated but otherwise facility is free to use.	"Friends of Ripon Senior Center", no membership fee - anyone who uses the center is part of the Association. They have their own board and checking account, they do fundraisers to support some of the center's activities.
5	Menasha	Municipal	adults 55+	No membership fee, punch card can be purchased for exercise classes. 14 classes - \$10.50 21 classes - \$21.00 There is also a fee for parties, craft classes, etc.	No
6	Marinette	Municipal	adults 50+	\$5.00 a year membership fee. Slightly higher fee for activities for non members.	No
7	Verona	Municipal	adults 60+	Most musical programs and events are free. Some programs have a fee attached such as massage, foot reflexology, exercise classes, etc. Bingo is \$1 per card, Bridge and Euchre are \$1 per afternoon.	Yes, "verona Area Active Adults"
8	Berlin	Municipal	adults 55+	no fees	"Friends of the Center" which charges \$5/person/year
9	Platteville	Municipal	adults 50+	No fee	No
10	McFarland	Municipal	adults 60+	classes with a fee are done through the instructor and the participants. The Senior Center does not get involved with the money handling.	The Senior Citizens' Club dissolved when membership decreased and there was little interest in leadership to keep it running.
11	Shorewood	Municipal	adults 60+	No membership fee, some events do have a fee attached, there is always a separate resident and non-resdent rate.	No
12	Grafton	Park & Rec	adults 55+	The Grafton Senior Center charges a membership fee of \$15 for residents & \$25 for non-residents annually. Most activities are free except when led by a paid instructor, day trips or dinner parties. Participants that only come to eat lunch at the dining site are not required to be a member. Of the membership fee \$5 per membership is retained by a Senior Friendship Club, the remainder of the membership (\$10 or \$20) goes to the Village to offset operational costs.	The Grafton Senior Friendship Club meets quarterly and has it's own board. A separate entity, but separate from the Village that meets to provide feedback, some volunteer help, and decide how to use funds from the Friendship Club checkbook to benefit the senior center and its members.
13	Stoughton	Park & Rec	adults 60+	No membership fee, some classes and events have a fee associated but otherwise facility is free to use.	No
14	Janesville	Park & Rec	adults 50+	\$25 fee for everyone, you can have 3 visits free and then you must join if you want to continue using the senior center.	No
15	Lowell Senior Center, Wisconsin Rapids	Park & Rec	adults 55+	No membership fee, some classes and events have a fee associated but otherwise facility is free to use.	Lowell Center has a Senior Club that operates out of their facility yet is separate from the city

#	Location	Governing Agency	Use?	Do you charge a fee?	Separate Senior Club?
16	Oshkosh	Park & Rec	adults 50+	No membership fee but many programs have a required user fee. Non-residents pay 50% more than residents. There are a few programs and activities that are free.	"Friends of the Senior Center" is a 501c3 non profit. All fundraising efforts go through them. About 14% of the yearly budget is also covered by the Friends of the Senior Center
17	Manitowoc	Park & Rec	adults 55+	Annual Fee (City of Manitowoc Residents): \$24.00 Annual Fee (Non-Residents): \$30.00 Lifetime Membership (City of Manitowoc Residents): \$100.00 Lifetime Membership (Non-Residents): \$130.00 There are additional fees for various programs. If there is a volunteer instructor, fee is minimal. If the instructor is paid, the fee is at least doubled.	No
18	Brookfield	Park & Rec	adults 55+	free for residents, \$12 a year for non-residents	No
19	Mequon/ Thiensville	Park & Rec	all ages	No membership fee, some classes have a fee associated with them, Non-residents pay a different rate.	No
20	Port Washington	Park & Rec	adults 55+	non-member, residents pay \$2.00 per week and non-member, non-residents pay \$4.00 per week. These fees assist with city revenue.	Yes, there is a Membership group. Members who choose to support the function of the senior Center pay twice; taxes and a membership! The membership has an elected board that assists at events; assists promoting; and helps make decisions on large expenses. The membership is split as city revenue and the center revenues. The senior membership pays for office supplies (city has only 200 for supplies), they collect paper products (napkins, toilet tissue, paper towels) that contributes to the city budget in kind, membership pays for staff and volunteer mileage, volunteer recognition, refreshments, entertainment, and prizes for joint events with county dining program. The city revenue is calculated twice a year and paid to the city treasurer from the membership checking account. If we are offering a “free” educational event we do not charge non-members.
21	Fitchburg	Park & Rec	adults 50+	No membership fee, although there are fees associated with some activities and classes.	"Friends" group, helps offset cost of some of the senior centers programs and services.
22	Middleton	Park & Rec	adults 55+	No fee for center, certain classes or activities will have a cost for attendance	No
23	Cedarburg	Park & Rec	adults 55+	No membership/center fee. Classes, trips and some special events do charge a fee.	No
24	Whitewater	Park & Rec	adults 55+	No membership fee, a fee is only charged if there is a cost for the program or activity. A non-resident fee is added on classes and activities	No
25	Waunakee	Park & Rec	adults 60+	There is a fee for classes, trips and newsletter mailing. The only membership fee is to use the fitness area and walking track.	No
26	Jefferson	Park & Rec	adults 55+	No fees except for programs such as bingo (all money given back), cards, Bunco and other activities where there is a fee (i.e. card making class)	No
27	West Bend	Non-profit	adults 55+	no membership fee but people pay for the activities they participate in. i.e. exercise \$2, cards & games \$1, massage \$7. They can pay \$12 per year and have a newsletter mailed to their home each month.	No
28	McGovern Park Senior Center, Milwaukee	Non-profit	adults 50+	A fee is only charged if there is a paid instructor/presenter or if the center provides the supplies for the activity.	No
29	Kelly Senior Center, Cudahy	Non-profit	adults 50+	No membership fee, a fee is only charged if there is a cost for the program or instructor.	No, groups used to have their own checking account in the past but now all money goes through the accounting department.