

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	Senior Center Advisory Committee
TIME & DATE:	5:30 p.m., Thursday, July 28, 2016
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:** April 28, 2016
- 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:**
- VI. **NEW BUSINESS:**
 - A. Senior Center Rental Fees & Policies – Review & Approval
 - B. Vending Machine Use – Review & Discussion
 - C. 2017 Senior Center Budget – General Discussion
- VII. **DIRECTOR'S REPORT:**
- VIII. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Senior Center Advisory Committee meeting will be **October 27th @ 5:30p.m.**
- 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
April 28, 2016**

I. CALL TO ORDER:

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

II. ROLL CALL:

Present: Chairperson Shane Daniels, Trustee Art Zabel, Trustee Jeffrey Hughes, Citizen Representative Norine Jansen, Senior Club Representative Arline Flesch, Senior Club President Lynn Schriener;

Staff: Park & Recreation Director Mark Schroeder, Senior Coordinator Mary Fiegel;

Absent: Trustee Dennis Myers

No audience.

III. APPROVAL OF MINUTES:

Motion was made by Janzen, seconded by Hughes to approve the January 28, 2016 minutes; motion carried unanimously.

IV. PUBLIC INPUT:

None

V. OLD BUSINESS:

Senior Coordinator Position – Introduction & Welcome to Mary Fiegel

The position was filled by Mary Fiegel. Mary was introduced and she gave a background of her work history.

VI. NEW BUSINESS:

A. Senior Gift Shop Procedures – Review & Recommendation

Director Mark Schroeder handed out a written history and procedure in regard to the Senior Gift Shop. Norine asked how many volunteers work in the gift shop, Arline stated there are 6. The Written Procedures were reviewed and discussed, with a motion made by Norine Janzen and seconded by Arline Flesch to accept the policy as written. Motion carried unanimously.

B. 2015 Annual Report-

Director Mark went through the report and discussed the statistics in the report. The report can be found in the Village of Germantown Park and Recreation Department 2015 Annual Report. Mark stated that there are three revenue accounts for the Senior Center: rental for use of the building, program fees, and trip income.

VII. DIRECTOR'S REPORT:

- A. Director Mark discussed road closures and road construction that is starting in the Village at this time. He also gave an update of some of the programming that is happening at the recreation Dept. at this time.
- B. Lynn mentioned about how busy the Senior Center is when the AARP tax people are here on Wednesday's. She stated that often the parking spaces are full near the building. It was suggested that next year the tax preparer's be asked to park in the back and to use the rear door. It is not just seniors from the center that use this service and often times the people using the service are not even seniors. Norine asked if the center can say no to non-seniors for this service. Mary stated that we cannot say no to non- seniors as AARP is in charge of the service, we only provide the working space. It was asked by Trustee Jeffrey Hughes if this service could be done at the library? Director Mark stated that this is a good public relations activity as it gets people into the center.
- C. Arline asked if there is going to be a Senior Center Open House this May? Originally this is what was discussed at the Club Meeting. Mary stated that it will be postponed until Autumn so that it can be posted in the Fall Park & Recreation Brochure. Tentatively looking at a date in Sept.
- D. Mary discussed that a survey is going to be available at the Senior Center for the Seniors to fill out in regard to what they would like to have offered for programming and trips. This will be put out on May 2nd. Included in this discussion day trips, classes and educational opportunities.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST:

- A. Norine Jansen announced about The Moving Wall coming to Germantown. It will be here the first week in September. It will be from September 1-5, it will be on display 24 hours per day and volunteers will be needed around the clock. The Wall is never left alone during the visit. They will be looking for volunteers and Norine asked Mary to post a sign- up sheet to get volunteers from the Senior Center.
- B. The next scheduled meeting of the committee will be Thursday, July 28th at 5:30 p.m.

IX. ADJOURNMENT:

Chairperson Daniels adjourned the meeting at 6:09 p.m.

Respectfully Submitted: Mary Fiegel



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

MEETING DATE: July 28, 2016

TO: Senior Center Advisory Committee

FROM: Mark Schroeder, Park & Recreation Director

Re: Senior Center Rental Fees & Policies

SUMMARY:

The Germantown Senior Center Rental Fees & Policies were last updated in October 2014. Staff is recommending that the current fees be increased to reflect the building amenities that rental groups have available to them, and to help offset the operating costs for this facility. In the case of the security deposit, the increase is being recommended to help deter and pay for any potential vandalism that occurs during building use.

RECOMMENDATION:

The Department is seeking approval of the Proposed Senior Center Rental Policies and Fee Increases.

ATTACHMENT: Rental Fees & Policies with Proposed Changes

Germantown Senior Center
W162 N11960 Park Ave.
Germantown, WI 53022
Office (262) 253-7799 Fax (262) 250-1733
www.village.germantown.wi.us

Facility Rental Application

PLEASE PRINT

Last	First	MI.
Name:		
Address:		
City:	State:	Zip:
Phone: (Home)	(Work)	(Cell)
Email:		
Organization Name:		
Organization Address:		
City:	State:	Zip
Type of Event:		Est. Attendance:
ROOM REQUESTED (✓)		Resident Fee
		Non-Resident Fee
☐	Main room	\$150 for 5 hours \$25 /hour for each additional hour
		\$225 for 5 hours \$35 /hour for each additional hour
☐	Multipurpose room	\$65 for 3 hours \$20/hour for each additional hour
		\$102.50 for 3 hours \$30/hour for each additional hour
<i>To reserve a payment must be mad in full, plus a refundable \$250 deposit and a & 5.6% sales tax is added.</i>		
DATE(S) REQUESTED		
1 st choice	Date:	Day:
2 nd choice	Date:	Day:
Time (including set-up time & clean-up time):		From: AM/PM To: AM/PM

-OVER-

Updated
~~10/23/2014~~ 7/28/2016

Are you distributing BEER/WINE? (✓) Yes ☐ No ☐ If Yes, read permit terms and sign if acceptable.

BEER/WINE DISTRIBUTION PERMIT

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverage shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer/wine cooler distribution is allowed (i.e. no hard liquor). No intoxicating or alcoholic beverage shall be dispensed or be in possession of any persons on the premises after 9:00 PM. A copy of this permit is sent to the Village of Germantown's Police Department.

Note: Sale of beer/wine requires a special liquor license and approval of the Village Board.
(inquire with Clerks Department)

Signature

Date

WAIVER/RELEASE

I/We the undersigned, will assume all responsibility for the proper care and utilization of the above stated facility, including all equipment and grounds contained therein, in accordance with the policies and regulations of the Village of Germantown and the Park & Recreation Department. I have received and agree to complete with the Facility Rental Policies and Procedures. I further agree to indemnify and save harmless the Village of Germantown from liability which might be occasioned to the Village of granting reservations as per the application. Village staff are not available for rentals. For serious emergencies contact the Village of Germantown Police Department at (262) 253-7780.

Signature

Date

FOR OFFICE USE ONLY

Date Received:		Fee: \$	
Deposit Payment Method: Check ☐ Cash ☐ Credit Card ☐			
Check #		Credit Card: Master Card ☐ Visa ☐ Discover ☐	
Card #		Exp. Date:	
Insurance Required Yes ☐ No ☐			
Approved By:			

Germantown Senior Center
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RENTAL POLICIES

The main use of Senior Center facility is for activities sponsored and conducted by the Germantown Senior Center. This facility and portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any Village employee for the use of facilities, equipment or exceptions to any of these listed items will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Germantown, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITY

1. The Germantown Senior Center activities & events have first priority of use.
2. Reservations will be taken six (6) months in advance.
3. Renters can place one (1) date on hold at a time.
4. A room can be placed on hold for one (1) ~~two (2)~~ weeks from the date placed.
5. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. on weekends.
6. Reservations can be taken over the phone, by mail or in person.
 - a. Mail reservations require a completed application & a full-payment with a refundable deposit.
7. Persons renting facilities must be 21 years of age or older.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to the Senior Center.
2. To reserve a room a payment must be made in full, plus a ~~\$250~~ ~~100~~ refundable deposit. In addition a 5.6% sales tax is added to all rentals.
3. ~~remove~~ ~~The remaining balance must be paid two weeks before the date reserved.~~
4. ~~A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited. 15% cancellation charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise a 50% cancellation charge is assessed for cancellation made after two (2) weeks.~~
5. Inclement weather is not a valid reason for a refund.
6. If the facility is not cleaned up after the event or if it is determined that there is any damage to the facilities, the renter will be held accountable and maybe charged for additional expenditures, penalties and possible fines.
7. A ~~\$250~~ ~~100~~ refundable deposit is required at the time of the reservation.
 - a. A portion or the entire deposit shall be retained if:
 1. There is damage to the facility, equipment, or grounds;
 2. Litter, debris or supplies are left in or around the facility;
 3. The facility needs additional cleaning.
8. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving the facility on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

20 17 ¹⁵ Senior Center Rental Fees				
Room	Res. Fee	Non-Res. Fee	# of People	Amenities
Main Room	\$150 130 for 5 hours, \$ 25 20 /hour each additional hour	\$225 195 for 5 hours, \$ 35 30 /hour each additional hour	155	24 Circular 5' Tables 3 Rectangle 8' Tables 155 Chairs Kitchen: Sink, Refrigerator, Freezer, Stoves, Counters
Multi-Purpose Room	\$65 for 3 hours, \$20/hour each additional hour	\$102.50 for 3 hours, \$30/hour each additional hour	32	4 Rectangle 8' Tables 32 Chairs Microwave, Stove, Sink, Counter, Coffee Maker, Dart Board Pool Table
A 5.6% sales tax is added to all rentals, plus a \$250 100 refundable deposit				

C. HOURS OF USE

1. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. weekends.
2. With permission from the Department Director, a rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. weekdays and from 8:00 a.m. to 10:00 p.m. weekends.
2. No animals are allowed with the exception of guide dogs.
3. The renter will be required to review & sign the facility checklist with the facility supervisor both before and after usage of the center. Renter shall agree in writing to all items found on checklist, and will address all items to the satisfaction of the Germantown Senior Center Staff.
- 3.4. The renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Smoking is NOT allowed in the facility.
 - b. Do not staple, nail or tack anything to the interior or exterior of facility.
 - c. Do not pour cooking grease down sink or floor drains.
 - d. Do not overload electrical outlets.
 - e. Use fire extinguishers only in an emergency.
 - f. Remove all decorations.
 - g. Tables and chairs should be wiped off and returned to their proper places.
 - h. Sweep and vacuum floors.

- i. All kitchen facilities must be cleaned, including refrigerator, stove, sink and counter tops.
- j. Renters must provide their own cooking supplies.

B. INSURANCE

- 1. If, in the opinion of the Village, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as “Additional Insured” and have a rider on endorsement, requiring ten days’ notice to the office of Senior Center in the event of cancellation of the policy or policies for any reason.

C. OTHER RESPONSIBILITIES

- 1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental, unless written permission has been granted.
- 2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to the rented facilities prior to the reserved date and time as specified on the agreement.
- 3. Individuals or groups renting Senior Center will be held responsible for the conduct of the people admitted to their activity.

III. ADMINISTRATION OF POLICY

- A. The Senior Center Advisory Committee recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Committee.