

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	Senior Center Advisory Committee
TIME & DATE:	5:30 p.m., Thursday, October 27, 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:** July 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. **INTRODUCTION & WELCOME TO NEW COMMITTEE MEMBER – TRUSTEE ALAN CAMPBELL**
- VI. **OLD BUSINESS:**
 - A. Senior Center Rental Policies – Review & Approval of Facility Use Checklist
 - B. Vending Machine Use – Review & Recommendation
- VII. **NEW BUSINESS:**
 - A. 2017 Senior Center Budget – Update
- VIII. **DIRECTOR'S REPORT:**
- IX. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Senior Center Advisory Committee meeting will be **January 26, 2017 @ 5:30p.m.**
- X. **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
July 28, 2016

I. CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by Trustee Dennis Myers.

II. ROLL CALL:

Present: Trustee Dennis Myers, Trustee Jeffrey Hughes, Citizen Representative Norine Janzen, Senior Club Representative Arline Flesch. Absent and excused was Trustee Shane Daniels. Also present were Park & Recreation Director Mark Schroeder and Senior Coordinator Mary Fiegel.

Audience: Laura Lee, Shirley Faina, Lynn Schriener.

III. APPROVAL OF MINUTES:

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

IV. PUBLIC INPUT: None

V. OLD BUSINESS: None

VI. NEW BUSINESS:

A. Senior Center Rental Fees & Policies- Review & Approval

Park & Recreation Director Schroeder and Senior Coordinator Fiegel presented proposed rental fee increases and policy changes for 2017. 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 the facility. In the case of the security deposit, the increase is being recommended to help deter, and help pay for any potential building vandalism.

Following discussion, a motion was made by Janzen, seconded by Hughes to increase the fees as follows;

Main Room – Resident fees would increase from \$130 to \$150 for 5 hours use, with the fee for each additional hour increasing from \$20 to \$25/hour.

Non-resident fees would increase from \$195 to \$225 for 5 hours use, with the fee for each additional hour increasing from \$30 to \$35/ hour.

The security deposit would increase from \$100 to \$250. Motion carried unanimously.

A discussion continued regarding rental policies of the Senior Center. The recommendation from Mark Schroeder is that the policy in regard to holding the facility should match that of the Village park rentals, this is that the facility can be held for one week only. It was also recommended to change the Cancellation Policy to read as follows, 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. This change would also match the village park rental cancellation policy. Following discussion, a motion was made by Janzen, seconded by Hughes to approve the policy changes as presented. Motion carried unanimously.

Staff is also recommending that the renter review and sign a facility checklist with the facility supervisor before and after building use. Mary will work on this signed rental agreement for review and approval at the next meeting.

B. Vending Machine Use- Review & Discussion

A discussion was held in regard to the Vending Machine and the Soda Machine at the Senior Center. The Village owns the machines, the Senior Center stocks them, and receives the money from the machines. Fiegel reported that the sales in the soda machine are good, however, the sales in the snack machine are low. Many of the items that were in the machine previously were out of date, and had to be discarded. The machine has been stocked with less items, and sales of the items continue to be slow. It was suggested that this should be put in the newsletter, and taken to the General Membership for their opinion.

C. 2017 Senior Center Budget- General Discussion

Items that were brought up by Director Schroeder for inclusion in the 2017 Budget were: Additional part time office staffing (12 hours per week), and monies for materials and labor to construct and install cabinets, and shelves for the gift shop.

D. Other Items

1. The air conditioning in some parts of the building are too cold, this is due to the exercise room being set at a cool temperature. This affects the area of the southeast hallway, the computer room and the 2 office areas. It was discussed that this has been brought up before and that there is nothing that can be done to fix the issue.

2. Schroeder will check with DPW to find out if fixing the sidewalk issue is still on for this year.
3. Fiegel went through some of the upcoming Fall Programs that have been added to the Senior Center Activities.

VII. DIRECTOR'S REPORT:

- A. Water Issue Status- Schroeder explained what recently happened with the water issue at the Senior Center. The well was treated and flushed, and two water samples have to be tested by the Washington County Health Department. Water was fine after first test, but we have to wait for the results of the second test before consumption of the water is allowed. This will occur next week.
- B. Digital Television Upgrade: the adapters for the three televisions have been ordered, but they have not yet arrived.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST

- A. Schroeder mentioned that the Fall/Winter Recreation Brochure will be going out in the mail this next week.
- B. Fiegel mentioned the 5th Wednesday Club social on August 31, 2016.
- C. September 10, 2016 from, 1 p.m. -3 p.m. will be the Senior Center Open House.
- D. Fiegel shared copies of the August newsletter with everyone present.
- E. Fiegel mentioned that the Senior Center is offering rides from the Senior Center to the Legion Hall to see the Vietnam Era Education Hall and the "Moving Wall" on Thursday, September 1st in the afternoon.

IX. ADJOURNMENT:

Trustee Dennis Myers adjourned the meeting at 6:45 PM.

Respectfully Submitted: Mary Fiegel