

**VILLAGE OF GERMANTOWN
SENIOR CENTER ADVISORY COMMITTEE
GERMANTOWN SENIOR CENTER
5:30pm Thursday, August 29, 2013
Germantown Senior Center**

I. CALL TO ORDER:

The meeting was called to order at 5:45pm By Trustee Zabel

II. ROLL CALL:

Present: Trustee Art Zabel, Arline Flesch, Norine Janzen; Absent: Trustee Jeff Hughes, Trustee Mel Ewert; Also present: Senior Center Coordinator Jean Brill, Park and Recreation Director Justin Casperson, Various Senior Center Members.

III. APPROVAL OF MINUTES:

Motion by Ms. Janzen, seconded by Ms. Flesch to approve the September 12, 2012 meeting minutes, motion carried.

IV. PUBLIC INPUT:

- 1) Senior Center members discussed the cold air temperatures. Senior Center Coordinator Jean Brill explained DPW staff and Trustee Baum evaluated the HVAC system and made adjustments, but the varied air temperatures are upsetting members. The committee thought the inadequate air temperatures started with the building addition.
- 2) Senior Center members stated the parking lot paint is faded and needs repainting. There was discussion that the adolescents using the basketball courts are driving too fast in the parking. Committee asked Park and Recreation Director Justin Casperson to talk with DPW about repainting the parking lot and installing flags above the no right turn sign.

V. DIRECTOR'S REPORT:

Park and Recreation Director Justin Casperson gave a self-introduction; thanked the committee for welcoming him to the Village; explained his involvement with the senior picnic and volunteer appreciation dinner and was looking forward to getting more involved; updated the committee on the Firemen's Park playground completion and community garden; discussed the Senior Center copy machine replacement.

VI. UNFINISHED BUSINESS:

- A. Discussion & Possible Action– Rental Fees & Policies:
Senior Center Coordinator Jean Brill stated the rental fees were increased in 2013 from \$125/5 hours to \$135/5 hours and each additional hour from \$10 to \$15. There was no hourly rate established and some groups only needed a two-hour rental. Ms. Brill stated rentals totals for 2012 were 18 five-hour rentals and 12 two-hour rentals and year-to-date for 2013 there were 12 five-hour rentals and 13 two-hour rentals. Ms. Janzen motioned to establish a \$37.00 per hour flat rental fee, seconded by Ms. Flesch, motion carried.

VII. NEW BUSINESS:

- A. Part-time office staff – Discussion:
Park and Recreation Director Casperson stated a part-time office staff position has been existence for a few years with Kim Garcia working in the position for a year. The position plays a vital role in the center and should be recognized for budget purposes. The position is being paid out of the Recreation budget should be moved over to the Senior Center budget to clarify needs and costs. The change is proposed in the 2014 budget.
- B. 2014 Budget – Discussion:
Park and Recreation Director Casperson stated Senior Center Coordinator Brill & him reviewed 2014 proposed budget and recommended minor changes. Revenues - Rental revenue fees were increased and trip revenue fees were decreased. Expenses - Part-time position was proposed; trip fees expense were reduced. The Senior Center budget will be presented to the Village Board on October 3, 2013 at Village Hall.
- C. Air Handling Unit – Discussion & Possible Action:
Ms. Janzen motioned to direct staff to purchase thermometers for the rooms to validate the actual air temperatures, turn those findings over to the DPW staff and hire a HVAC company to evaluate the entire system with funds coming from the DPW budget, seconded by Ms. Flesch, motion carried.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST

- A. Senior Center members inquired about the car show that is typically held

at the Senior Center in September. Park and Recreation Director Casperson stated the car club is no longer interested in hosting a car show at the Senior Center for reasons unknown.

- B. Ms. Janzen expressed sincere appreciation toward the Senior Center staff and members for well put together newsletter and activities and trips offered. She thanked Senior Center Coordinator Brill for efforts and workmanship. Ms. Janzen inquired about increased marketing through digital media and alternative sources. Park and Recreation Director Casperson stated the Department has a Facebook page and will increase postings on the Senior Center. He stated the Department is placing an ad in the next phone book which will show case the Department and Senior Center.

IX. ADJOURNMENT

Trustee Zabel adjourned the meeting at 6:40pm

Respectfully Submitted by: Justin Casperson