

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha**

**January 13, 2011
7:45 AM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [December 9, 2010](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Older Adult Program Coordinator
 - 2. 2011 Grant Contract with Winnebago County
- E. Action Items
 - 1. Volunteer Benefits
 - 2. Follow-Up Letter – Security Deposit/Rentals
 - 3. Historical Society – April Meeting Rental
- F. HELD OVER BUSINESS
 - 1. None
- G. ADJOURNMENT
 - Next Meeting February 10, 2011

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

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**CITY OF MENASHA
COMMITTEE ON AGING
December 9, 2010
Minutes**

- A. Meeting called to order at 7:16 AM by Chairman J. Klundt.
- B. Present: Jean Wollerman, Joyce Klundt, Roy Rogers, Lee Murphy, Bob Jankowski, Mary Lueke, Sue Steffen, Sue Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from November 11, 2010 made by S. Steffen, and seconded by R. Rogers. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Older Adult Program Coordinator—J. Wollerman presented the November 2009 report. 989 visitor participants (average 247/week) in all activities at the center including the noon meal site, classes, meetings and presentations. The center Christmas party is today with 70 signed up. The knitting club is having a sale today at the YMCA and the quilters will be having a sale in January. The money from the sales for both these groups is used for supplies in making additional items.
 - 2. 2011 Budget Update—the senior center portion of the budget was approved by the common council without any changes.
 - 3. YMCA/City of Menasha Agreement—an amendment to the agreement currently in place between the City and the YMCA was approved by the common council at their December 6, 2010 meeting. The amendment shows the contract amount for 2010 and option for renewal at the end of the year.
- E. DISCUSSION
 - 1. Rental Rates – 2011. Committee members reviewed the current rental rates for use of the senior center by outside groups. The current rates were put into effect in January 2010. Motion made by B. Jankowski and seconded by L. Murphy to retain the same rates for 2010. Motion carried.
- F. HELD OVER BUSINESS
 - 1. Rental Policy and Review—J. Wollerman requested committee members review the current rental policy and offer clarification on the security deposit for long term rentals. Currently, the security deposit is returned within 10 days after a one day rental but is held for those longer rentals. J. Wollerman suggested the policy state that a deposit for a multiple day rental be returned at the end of a 6 month rental period. If agreed by both parties, the security deposit can remain active beyond the 6 month period. The City finance department is willing to set up a separate account for the security deposits rather than having them located at the senior center for a long period of time. Motion made by R. Rogers and seconded by S.

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Steffen to change the language for the security deposit for multiple day rentals to say the security deposited will be returned at the end of a 6 month rental period unless agreed by parties that it remain active. Motion carried.

J. Wollerman also asked the cancellation policy be changed to address those who cancel at the last minute, causing issues with the heating and cooling temperature settings that have to be preprogrammed. She recommended applicants cancel a weekend rental by 10 AM the Wednesday before the rental and for a weekday evening the rental be cancelled by 10 AM the day of the rental. The security deposit would be forfeit if not cancelling by the appropriate deadline. Motion made by S. Steffen and seconded by L. Murphy to change the cancellation policy as recommended by J. Wollerman. Motion carried.

2. Naming of Senior Center Rooms---Committee members discussed having input from other seniors regarding the naming of the senior center rooms. It was decided unanimously to have a contest in the January newsletter for the naming of the rooms.
3. Donation Pass—the \$25 donation pass will expire December 31, 2010. An activity fee will take its place and a donation box will be located at the center for seniors wishing to participate in activities such as card playing, computer usage, shuffleboard etc.

G. Motion to adjourn at 8:30 AM made by L. Murphy and seconded by B. Jankowski. Motion carried. Next meeting January 13, 2011.

Submitted by Susan Nett