



**Menasha Health Department
Staff Meeting
AGENDA**



Date: 01-09-20

Time: 1:15 PM – 2:30 PM

**Location: Menasha City Center - Room 132
100 Main Street Menasha, WI**

Attendees:

Excused:

Time	Topic
1:15 PM	A. CALL TO ORDER
1:15-1:20	B. ROLL CALL/EXCUSED ABSENCES
1:20-1:25	C. MINUTES TO APPROVE 1. November 8, 2019
1:25-1:30	D. CORRESPONDENCE
1:30-1:45	E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS 1. Senior Center a. Reports 2. Public Health a. 2020 Budget b. Sixty Plus Grant – Programs I. Public Health Nurse Update
1:45-2:00	F. NEW BUSINESS 1. Senior Center Operations 2. Lunch and Learn (January 10, 2020) 3. Senior Center Listening Sessions (February)
2:00-2:30	A. HELD OVER BUSINESS 1. Rental Fees and Policies 2. Signage 3. Safety Manual 4. Cost study
	ADJOURNMENT Next meeting Friday February 14, 1:00 PM at the City Center (Health Department)

CITY OF MENASHA
COMMITTEE ON AGING
November 8th, 2019
Minutes

A. Meeting called to order at 1:01 PM.

B. ROLL CALL: Present: Nancy McKenney (via phone), Beatrice Kohanski, Brenda Marks, Pat Irwin, Joyce Klundt and
Excused: Cheryl Richard and Tom Stoffel
Guests: Meghan Pauly, Don Merkes, Kristine Jacobsen

C. MINUTES TO BE APPROVED: Brenda Marks moved to approve the October 11th, 2019 minutes, seconded by Joyce Klundt. Motion passed.

E CORRESPONDENCE: None

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:
Senior Center: Cheryl Richard was excused. No report.

Public Health and Health Screening 60+ Grant: Meghan Pauly stated that 115 people attended 60+ grant programs with 136 services provided. Meghan is still looking for ideas for the Lunch and Learns for 2020, please submit to Meghan. Meghan will contact Tammi from World Relief for a possible Lunch & Learn from 2020.
Nancy McKenney and Don Merkes discussed the 2020 budget and the possibility of the City of Menasha managing operations and the YMCA continuing to provide exercise programs under contract.

Policies and Procedures Discussion:

G. NEW BUSINESS: Brynn Ceman (Winnebago County ADRC Director) will meet with the City of Menasha Committee on Aging for the January 10th meeting.

H. HELD OVER BUSINESS: Brian Haessly is working on a quote for the plexi glass. The name of the Senior Center and if the City logo should be added will be discussed at the December 13th meeting.

No report. Safety Manual: No report

Cost Study: Rental fee and made changes will be reviewed at December 13th meeting.

I. ADJOURNMENT: Joyce Klundt moved to adjourn the meeting, seconded by Brenda Marks. Motion passed.

The next meeting will be held on Friday, December 13th at 1:00pm at the Menasha Health Department on 100 Main Street Menasha, WI.



SENIOR CENTER Renter's Checklist

It is the responsibility of the Renter to make sure the following things are completed prior to leaving the building.

1. Wash off tables and counters
2. Wipe up any spills and dry mop (sweep) the floor
3. Mop floor with water
4. Remove garbage and place in the MSC dumpster in back of the building. New bags should be placed in proper receptacles. Bags for this purpose are located in the maintenance room (black bags for large containers, white bags for small trash cans).
5. If the recycling bags are full, tie up and place in maintenance room and put a new blue bag in container
6. Make sure all windows and doors to the outside are closed/locked tight
7. Put tables and chairs back where they were if they have gotten moved
8. Stack BLUE chairs and push them against the east (clock) wall
9. Turn off all the lights
10. Lock the door and place key in the mail slot (Make sure it goes all the way down into the mail box as there is an edge that it may get caught on)

****Items in the renter's kitchen box are for your use. Please clean and return all items to the box.****



SENIOR CENTER RESERVATION FORM
(Important reservation information listed on the back of this form)
116 Main Street • Menasha, WI 54952-3190 • (920)967-3530

OFFICE USE ONLY	
Deposit Paid	\$
Rental Fee Paid	\$
Reservation taken by	
Office Notes	

Type of Event: _____ Date of Event: _____

Company/Organization (if applicable): _____

Person in Charge: _____ Daytime/Cell Phone#: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact email address: _____

Residency ☐ City of Menasha ☐ Non-Resident

Anticipated Group Size: _____

Hourly Facility Rental Fees Rental fees include use of the Fellowship Hall and Kitchen	RESIDENT	NON-RESIDENT	The non-resident rates listed are what FC currently charges for their room rentals at the Community Center
Up to 5 Hours	\$75.00	\$94.00	
Full Day	\$130.00	\$163.00	
Hourly Facility Rental Fee (No Kitchen)			
Up to 5 Hours	\$55.00	\$69.00	
Full Day	\$90.00	\$113.00	

***Time of Arrival** (no earlier than 6:00am): _____ ***Departure Time** (no later than 11:00pm): _____

*Please note that your use times must include your set-up and clean-up time

READ and INITIAL the following indicating your agreement AND SIGN below:

- _____ I agree to abide by the rules set by **Menasha Parks and Recreation Department** and to save and hold harmless the City of Menasha from any claim for damage or injury arising out of our activities in connection with the date of this event.
- _____ I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence that such damage or injury was caused solely by the City's negligence.
- _____ I agree to exercise due care in the preservation of the premises, and will ensure compliance with all rules, regulation or ordinances applicable to the use of the City of Menasha Senior Center.
- _____ I agree to abide by all the guidelines of the Menasha Senior Center regarding the use of its facilities and equipment.
- _____ I agree to accept responsibility and pay for all damages to the building or its equipment beyond what is determined to be normal wear and tear resulting from this event.
- _____ It is understood that this event may not be publicized in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Menasha Senior Center unless advance permission is given by the Committee on Aging.
- _____ I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Signature: _____ **Date:** _____

CITY OF MENASHA SENIOR CENTER RENTAL POLICIES AND REGULATIONS

1. The City of Menasha Senior Center is available for rent between the hours of **8:00am-11:00pm**. Premises must be cleaned and vacated by 11:00pm. Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!
2. Keys may be picked up at the Senior Center on the Thursday or Friday prior to a weekend rental or up to two days prior to a mid-week rental. Keys are to be placed in the mailbox outside to the right of the Senior Center front door when the event has concluded. The Senior Center is open Monday-Friday; 8:00am-4:00pm.
3. Decorations may be used as long as they do not damage walls, woodwork, ceilings or window furnishings. Nails, tacks, staples and screws are prohibited. Lighted candles, dance wax or any other type of open flame is not allowed. Renter must remove decorations immediately following the event.
4. Renter is responsible for cleaning kitchen and all areas utilized, including wiping off tables and chairs, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins, and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. A clean up check list is provided for your reference. The condition of the Menasha Senior Center following your activity will determine your deposit refund. The renter will be held responsible and billed for any clean-up, losses, or damages other than normal wear. The Menasha Senior Center will not be responsible for an event's material used in or left in the building or for the loss or damage of personal property. Removal of City property from the facility is prohibited.
5. In the event that someone in your party pulls the fire alarm, a fee (approximately \$100) will be charged to the person in charge of the rental.
6. The Center cannot be used for gatherings/activities that knowingly promote discriminator/harassing behavior, derogatory to any individual/group, or be obscene/pornographic in nature or any other purpose which is illegal or against City of Menasha ordinances. No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from _____ (Committee on Aging?) Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
7. Rentals open to the general public must provide a Certificate of Liability insurance in the amount of \$1 million naming the City of Menasha as an additional insured, prior to the scheduled event.
8. Renter must remain on the premises until everyone from your party has left the building.
9. Smoking is prohibited inside the building at all times. Alcoholic beverages are not allowed anywhere on the premises at any time.
10. There is a stove, microwave and refrigerator available in the kitchen for your use. The dishwasher and food warmer are NOT property of the Menasha Senior Center and therefore are NOT for your use. A storage box with various utensils and a 30 cup coffee maker are available. Renters must bring own towels, carafes, pitchers, eating/serving dishes, cookware, etc.
11. The landline phone is available for emergency use only.
12. All exterior doors (except main entrance) should remain locked from the outside for the duration of your event.
13. Windows and doors should remain closed during your event. Heat/air-conditioning are automatically adjusted for occupancy in the evening and on weekends.
14. Our basement is a designated emergency shelter area in case of severe weather.

Reservations must be made at least two weeks in advance and fees paid in full at the time of application. Telephone reservations or "holding" a date will not be accepted.

If you need rental related assistance, please call Megan Sackett at (920)422-2516 or Thad Brown at (920)209-9255. For all other emergencies, call 911.

City of Menasha Senior Center

A \$100 security/key deposit (reservation/damage) is required for each rental (\$75 security, \$25 key). The deposit and rental fee are due at the time of making the reservation. The deposit may be refunded dependent upon the condition of the facility after use. (Read Rental Policies and Regulations and the Renter's Checklist)

Rental Cancellation Policy

If a cancellation is made at least 10 days prior to the scheduled event, the full rental fee and deposit will be returned. If cancellation notice occurs less than 10 days prior to the rental date, the security deposit (\$75) will be forfeited. Rental fee and key portion of the deposit will be returned.

In the case of multiple date rentals, the reservation must be cancelled at least 30 days prior to the rental date. If cancellation notice occurs less than 30 days prior to the rental date, the security deposit (\$75) will be forfeited. Another \$25.00 deposit will then be required for the remainder of the multi-day rentals.

1. The deposit for a one-day rental will be returned 10-14 days after the event.
2. If agreed by both parties, the security deposit for multiple-day rentals will remain active. The deposit for multiple-day rental will be returned ~~at the end of a 6 month rental period.~~ 10-14 days following the final rental date.
 - If the deposit is needed for clean up by the City of Menasha staff an additional ~~\$25~~ \$75 will then be required before the next rental
 - If not received by the day before the next scheduled rental your rental will be canceled.
3. Confirmation of your rental date will only be secured after receiving your security deposit.

The City of Menasha reserves the right to cancel or deny reservations for just cause.

Signature of Renter

Date



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Company/Organization (if applicable): _____

Person in Charge: _____ Daytime/Cell Phone#: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact email address: _____

Residency ☐ City of Menasha ☐ Non-Resident

Anticipated Group Size: _____

Hourly Facility Rental Fees	RESIDENT	NON-RESIDENT
Rental fees include use of the Fellowship Hall and Kitchen		
Up to 4 Hours	\$20.00/hr	\$25.00/hr
Additional Hours	\$ 5.00/hr	\$ 5.00/hr

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