



**Menasha Health Department
Committee on Aging**



AGENDA

Date: 02-14-20

Time: 1:00 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. January 09, 2020
1:25-1:30	D. CORRESPONDENCE 1. 2020 YMCA Agreement
1:30-1:45	E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS 1. Senior Center a. Senior Center Operations b. Lunch and Learn (January 10, 2020) 2. Public Health a. 2020 Budget b. Sixty Plus Grant – Programs 3. Public Health Nurse Update a. Senior Center Listening Sessions
1:45-2:00	F. NEW BUSINESS 1.
2:00-2:30	A. HELD OVER BUSINESS 1. Draft Rental Fees and Policies (attachment) 2. Signage 3. Safety Manual 4. Cost study
	ADJOURNMENT Next meeting Friday March 13th 1:00 PM at the City Center (Health Department)

CITY OF MENASHA
COMMITTEE ON AGING
January 9th, 2020
Minutes

A. Meeting called to order at 1:18 PM.

B. ROLL CALL: Present: Nancy McKenney, Beatrice Kohanski, Brenda Marks, Pat Irwin, Cheryl Richard, and Tom Stoffel
Excused: Joyce Klundt
Guests: Meghan Pauly, Kristine Jacobsen, Chloe Hansen-Dunn, Megan Sackett, and Lori Walbrun

C. MINUTES TO BE APPROVED: Brenda Marks moved to approve the November 8th, 2019 minutes, seconded by Beatrice Kohanski. Motion passed.

E CORRESPONDENCE: A contract with the YMCA has been drafted to provide program operations through January 31st, 2020. Another contract has been drafted for the YMCA to be a provider of exercises starting on February 1st, 2020.

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

Senior Center: Cheryl Richard reports the numbers for November 2019. She reports that there were 1,600 visits with 681 people. Cheryl is currently organizing inventory lists and starting to pack up YMCA belongings. Cheryl states that she wants the transition to be smooth. She reports that she is meeting with the YMCA on January 28th, for a transition meeting.

Public Health and Health Screening 60+ Grant: Nancy McKenney introduced Megan Sackett, Chloe Hansen-Dunn, and Lori Walbrun. The Committee introduced themselves. Megan and Chloe provided their backgrounds. Meghan Pauly stated that 34 people attended 60+ grant programs with 34 services provided. Meghan is still looking for ideas for the Lunch and Learns for 2020, please submit to Meghan. Meghan also discussed that Stepping On will be starting on February 25th, 2020. Meghan states that she will be attending Mind Over Matter training in June.

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 February 14th, 2020 meeting.

H. HELD OVER BUSINESS:

No report. Safety Manual: UW-Oshkosh BSN students will be working on the Safety Manual as part of their project.

Rentals: Lori Walbrun reviewed the new rental agreement and fees. The Committee agreed to pass a draft form of the agreement so that the Park and Rec could start renting the facility out.

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

The next meeting will be held on Friday, February 14th, 2020 at 1:00pm at the Menasha Health Department on 100 Main Street Menasha, WI.



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:** _____

City of Menasha residents/organizations only are eligible for resident rates. Residency of the person in charge will be verified. City of Menasha businesses may also receive the resident rate if the event is business related.

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. (Refer to Rental Policies and Regulations. An End of Rental Checklist is posted at the Senior Center.)

Hourly Facility Rental Fees Rental fees include use of the Fellowship Hall and Kitchen	RESIDENT	NON-RESIDENT
Up to 4 Hours	\$75.00	\$95.00
Full Day	\$125.00	\$160.00
Hourly Facility Rental Fee (No Kitchen)		
Up to 4 Hours	\$50.00	\$65.00
Full Day	\$90.00	\$110.00

***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 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 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 the Menasha Senior Center 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 Monday-Friday, 4:30-11:00pm and Saturday or Sunday between the hours of 6:00am-11:00pm. (Premises must be cleaned and vacated by 11:00pm.) The Senior Center is not available to rent on City of Menasha employee paid holidays which include: New Year's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.
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. The Senior Center is open Monday-Friday; 8:00am-4:00pm. Keys are to be placed in the mailbox outside to the right of the Senior Center front door when the event has concluded.
3. **KITCHEN RENTALS:** 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.
4. Under no circumstances are you allowed to place items in the kitchen/refrigerator prior to your date of rental. 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 at the facility 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. Renter must remain on the premises until everyone from your party has left the building.
6. Smoking is prohibited inside the building at all times. Smoking is allowed only in the designated outdoor area. Alcoholic beverages are not allowed anywhere on the premises at any time.
7. 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.
8. Inflatable bounce houses or play apparatuses are not allowed anywhere on the Senior Center property (indoors or outdoors).
9. **FALSE FIRE ALARM:** In the event that someone in your party pulls the fire alarm and there is no emergency, a fee (approximately \$100) will be charged to the person in charge of the rental.
10. The Center cannot be used for gatherings/activities that knowingly promote discriminatory or harassing behavior, are derogatory to any individual/group, or are obscene/pornographic in nature or any other purpose which is illegal or against City of Menasha ordinances.
11. No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the City of Menasha. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.
12. Some rentals open to the general public may need to 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. Center staff will contact event organizers if insurance is required.
13. The landline phone is available for emergency use only.
14. Windows and doors should remain closed during your event. Heat/air-conditioning is automatically adjusted for occupancy in the evening and on weekends. All exterior doors (except main entrance) should remain locked from the outside for the duration of your event.
15. Our basement is a designated emergency shelter area in case of severe weather.
16. Reservations must be made at least two weeks in advance. The deposit and rental fees must be paid in full at the time of application. Telephone reservations or "holding" a date are not accepted. Reservations can be made up to twelve (12) months in advance.
17. Certain City affiliated organizations may be eligible for free or reduced fee usage of the Senior Center for events/meetings. City affiliated = sponsored by Menasha Joint School District, Winnebago County, Calumet County or as verified by City Department Directors/Managers.
18. The deposit for a one-day rental will be returned 10-14 days after the event. If agreed upon by both parties, the security deposit for multiple-day rentals will remain active. The deposit for multiple-day rentals will be returned 10-14 days following the final rental date.
19. **Rental Cancellation Policy.** If a cancellation is made at least 10 days prior to the scheduled event, the full deposit and rental fee will be returned. If cancellation notice occurs less than 10 days prior to the rental date, a \$25 administrative fee will be

withheld from the security deposit. The remaining \$50 from security deposit, \$25 key deposit and the rental fee will be returned.

In the case of multiple date rentals, the same cancellation policy listed above applies. However, if a portion of the deposit is forfeited because a cancellation notice was less than the required time or needed for clean up by the City of Menasha staff, additional fees to equal a \$75 security deposit will then be required before the next rental date. If not received by the day before the next scheduled rental your rental will be canceled.

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

The Menasha Police Department receives a copy of this agreement.

For assistance during non-business hours, contact the Police Department non-emergency number (920)967-3500