

**\*\*\*ATTACHMENTS\*\*\***



Senior Activity Center of Sheboygan  
428 Wisconsin Ave, Sheboygan WI 53081  
920-459-3290  
[senior.center@sheboyganwi.gov](mailto:senior.center@sheboyganwi.gov)

## SENIOR ACTIVITY CENTER OF SHEBOYGAN FACILITY RENTAL AGREEMENT

Date of Application: \_\_\_\_\_

Name of Organization/Group : \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work or Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address (please print): \_\_\_\_\_

Room(s) Renting: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Date of Event/Meeting : \_\_\_\_\_ Hours ~ Start: \_\_\_\_\_ End: \_\_\_\_\_ Total: \_\_\_\_\_

Type of Meeting/Event: \_\_\_\_\_

Name of Authorized Adult (print): \_\_\_\_\_ Signature: \_\_\_\_\_

**Tax Exempt Organization?** YES \_\_\_\_\_ NO \_\_\_\_\_  
*If yes, proof of tax exemption must be presented with application.*

I/The Organization hereby agree to hold myself/itself responsible for supervision of all persons present for the listed activity, and for any damage which may result to city property.

I/The Organization further agree(s) to abide by all the rules and regulations adopted by the Senior Activity Center Commission, governing the use of the building and equipment by other than senior participants and to pay the deposit and rental fee in advance of using the Senior Activity Center of Sheboygan.

The Organization further understands that as a renter it is required to submit a certificate of liability insurance in the amount of \$1,000,000 or more naming the City of Sheboygan and The Friends of the Senior Activity Center of Sheboygan, Inc. as an additional insured for the duration of usage.

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### Senior Activity Center Of Sheboygan Use Only

*Make checks payable to: City of Sheboygan*

Itemized charges: \_\_\_\_\_ Approved: \_\_\_\_\_

*SACS Supervisor*

Sales Tax: \_\_\_\_\_

Custodian Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Notes: \_\_\_\_\_

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# SENIOR ACTIVITY CENTER OF SHEBOYGAN RENTAL PROCEDURES, RULES AND REGULATIONS

## All organizations must complete the SACS Facility Rental Agreement

- Application for facility permit should be made through the Senior Activity Center of Sheboygan. *For single room rental at least 10 days in advance. For multi-room or entire facility rental, at least 6 weeks in advance.*
- Purpose of the organization and/or the type of meeting must be clearly stated on the application form.
- All applications must be approved by the Senior Activity Center Supervisor.
- When changes are necessary they will be computed prior to issuing the agreement. **Payment must be submitted with the completed application** to the Senior Activity Center of Sheboygan, 428 Wisconsin Avenue, Sheboygan WI, 53081. Checks are made payable to "City of Sheboygan".
- Wisconsin sales tax will be added to all rentals. Tax exempt organizations must provide proof of tax exempt status at the time of the reservation.
- Any non-city sponsored organization or group using the SACS facilities for a special event will be required to provide a **Certificate of Liability Insurance** in the amount of \$1,000,000, naming City of Sheboygan and the Friends of the Senior Activity Center of Sheboygan, Inc. as additional insured.

## Supervision

**Designated adult supervision must be provided at all times.** The supervisor shall remain until all members of the group have left the building at the conclusion of the activity. **Minors cannot be left unattended. If they are, the Sheboygan Police Department may be called.** The renting party is responsible for all actions that occur in the facility as a result of their use of the facility.

## Equipment

Where special equipment is to be used, it must be requested and approved upon the submission of the application.

## General Regulations

- City employees will at all times have full authority to enforce proper safe conduct of all persons and activities on city property.
- When using city facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in the same condition as when they arrived. The person signing the application for use of the city facilities shall be held personally liable to the city for any damage done to any property and for any expense incurred by, at, or in consequence of such use of city facilities.
- A city employee must be on the premises when building is in use.
- A charge will be assessed when additional clean-up is required beyond the rental.
- **Smoking is not permitted in the building and within 25 feet of all entrances.**
- Please be aware of people with allergies such as nut and latex.
- Those that use the city facility must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the City of Sheboygan.
- When municipal regulations require (or at the discretion of the SACS Supervisor/custodian in charge) the presence of public safety employees, the sponsoring organization must agree to fully identify itself and the person who is the official representative of that organization.
- When SACS is closed or delayed due to weather conditions all rentals will also be canceled.

## Priorities

First priority goes to the Senior Activity Center for programs encouraging wellness, learning, and recreation for semi-retired and retired citizens. Second priority goes to individuals 55+. Third priority goes to the general public.

## Renter's Check List

- Leave the facility the way you found it or better!
- Request equipment at the time of the rental.
- View the facility prior to the rental and discuss expectations and equipment needs with the SACS Supervisor.
- Arrive at the time stated on the agreement.
- Only use the areas outlined in the agreement.
- Set up is the sole responsibility of the renter. Time should be allowed to complete the room set up and decorating when booking the rental.
- Check in with the custodian upon arrival.
- Have a cell phone available. A list of emergency numbers will be provided at check in.
- The use of candles and flammable materials is strictly forbidden.
- Tables and chairs should be wiped off and returned to their original location.
- Returning the rooms to their original configuration is the responsibility of the renter. (Recommended-take a picture beforehand)
- Sweep and vacuum floors.
- If used, clean refrigerator, stove, sink, counter tops.
- Garbage must be bagged and placed in dumpster.
- Recycled materials must be placed in marked container and given to custodian.
- Compost materials must be placed in the indoor compost bin and taken to the outdoor compost bin prior to departure
- Remove all items brought in for the event.

## Fees, Deposits, Refunds

- To reserve a room, payment must be made in full, plus a \$100 refundable deposit. In addition, a 5.6% sales tax will be added to all rentals.
- \$100 damage deposit will be returned by mail after the date of the rental. Deductions may be made for damage to the facility or SACS equipment, improper cleaning of facility, failure to comply with city ordinances, or use of the facility outside of the contracted time.
- No refunds will be given for vacating the facility prior to the contracted time.

## Fee Schedule

### During Normal Operating Hours

Smaller rooms (Erie, Huron, Superior)

- \$25/4 hours or less
- \$50/4 hours or more

Larger rooms (Art Studio, Hospitality, Michigan, Pool Room)

- \$50/4 hours or less
- \$75/4 hours or more

Great Room

- \$100/4 hours or more

### During Non-Operational Hours

**Custodian will welcome renters at scheduled start time and will be in the building during the scheduled rental. A \$15 per hour fee will be charged for each hour outside normal operating hours.**

All rentals include the use of the kitchen/café if it is available. See "Kitchen Use Agreement".

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

City of Sheboygan

**AND**

Friends of the Senior Activity Center of Sheboygan, Inc.

This Memorandum of Understanding is made and entered into by and between the City of Sheboygan, referred to as "CITY," located at 828 Center Avenue, Sheboygan WI 53081, and the Friends of the Senior Activity Center of Sheboygan, Inc., referred to as "FRIENDS," located at 428 Wisconsin Avenue, Sheboygan WI 53081.

**1. PURPOSE**

The purpose of this agreement is to provide adequate supervision of the Senior Activity Center of Sheboygan, referred to as "SACS," during operational hours, in the absence of City employees.

**2. STATEMENT OF WORK**

FRIENDS agrees to furnish the necessary personnel and otherwise do all things necessary for or incidental to the performance of work set below.

FRIENDS agrees to provide trained personnel to supervise SACS and its participants during hours of operation when City employees are not present on the premises.

FRIENDS agrees that any and all personnel performing the work in this section shall be trained in emergency procedures, evacuation of participants in an emergency, and building opening and closing procedures.

FRIENDS personnel shall also be trained in the operational procedures and policies followed by employees of SACS.

**3. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on August 15, 2017 and be completed on August 15, 2022 unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

**9. DISPUTES**

The parties agree that in the event that a dispute arises under this Agreement, it will be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties.

**10. RESPONSIBILITIES OF THE PARTIES**

Each party to this Agreement agrees to assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a party to this agreement.

**11. SITE SECURITY**

While on SACS property of the City of Sheboygan FRIENDS agrees that it, as well as its agents, employees, and subcontractors shall comply with City of Sheboygan security policies and regulations.

**12. TERMINATION**

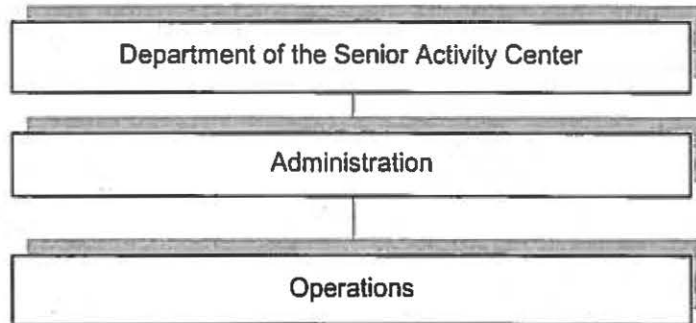
Either party may terminate this Agreement upon 30 days' prior written notification to the other party.

**CITY OF SHEBOYGAN  
SENIOR ACTIVITIES CENTER**

**FRIENDS OF THE SENIOR ACTIVITY CENTER  
OF SHEBOYGAN, INC.**

\_\_\_\_\_  
By: Wendy Schmitz, Director

\_\_\_\_\_  
By:



Total Employees: 2.28

**Department Purpose**

To provide a dynamic community center encouraging wellness, learning and recreation for Sheboygan’s diverse semi-retired and retired residents.

**Department Descriptions**

In collaboration with the Friends of the Senior Activity Center, a private 501c3 organization, city staff coordinates programs, oversees volunteers and manages operations.

**2018 Budget Highlights**

There are no notable changes in 2018.

	2015 Actual	2016 Actual	2017 Amended	2017 Estimated	2018 Executive
<b>Permanent Staffing</b>					
Senior Center Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Supervisor	0.00	0.00	1.00	1.00	1.00
Wellness Coordinator	0.50	0.50	0.00	0.00	0.00
Administrative Assistant	0.50	0.50	0.00	0.00	0.00
Cleaner	0.28	0.28	0.28	0.28	0.28
<b>Total Staffing</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>

	2015 Actual	2016 Actual	2017 Amended	2017 Estimated	2018 Executive
<b>Expenditures</b>					
Personal Services	131,205	130,754	134,612	135,351	143,013
Non-Personal Services	30,529	45,798	38,240	36,618	37,004
Capital Outlay	295	650	0	0	0
<b>Total Expenditures</b>	<b>162,029</b>	<b>177,202</b>	<b>172,852</b>	<b>171,969</b>	<b>180,017</b>

**Focal Area:** Quality of Life. Governing and Fiscal Management. Communication.

**Goal:** To foster and expand involvement in neighborhoods and community organizations by the staff of the Senior Activity Center and retired citizens of Sheboygan.

- Objective:**
1. Continue to be a resource facility to create a senior community offering educational and recreational opportunities.
  2. Expand community partnerships initiated by Senior Activity Center staff.
  3. Increase the number of community presentations made by staff of the Senior Activity Center.
  4. Facilitate participation in community events by Senior Activity Center members.

Account Number	SENIOR ACTIVITY CENTER ORG 10156100	2015 Actual	2016 Actual	2017 Amended	2017 Estimated	2018 Requested	2018 Executive
<u>Personal Services</u>							
510110	Full time salaries-regular	94,037	87,076	89,477	90,123	93,127	93,127
510130	Temporary salaries-regular	2,473	2,840	3,483	3,483	4,009	4,009
510310	Social security-FICA	5,864	5,295	5,789	5,829	6,044	6,044
510311	Social security-medicare	1,372	1,238	1,374	1,383	1,429	1,429
510320	WI retirement	5,887	5,318	5,641	5,685	5,788	5,788
510340	Health insurance	18,086	25,063	24,912	24,912	28,488	28,488
510350	Dental insurance	1,350	1,790	1,788	1,788	1,980	1,980
510351	Unfunded pension liability	1,740	1,740	1,740	1,740	1,740	1,740
510360	Life insurance	12	10	24	24	24	24
510400	Worker compensation	384	384	384	384	384	384
Total Personal Services		131,205	130,754	134,612	135,351	143,013	143,013
<u>Non-Personal Services</u>							
521900	Contracted services	2,412	2,496	2,880	2,880	3,506	3,506
523110	Office equipment maintenance	1,928	2,018	2,113	2,113	2,172	2,172
523125	IT service	7,000	6,997	7,000	7,000	7,000	7,500
524110	Building exterior maintenance	4,633	13,854	5,000	5,000	6,000	6,000
524135	Janitorial services	1,303	1,006	1,400	1,500	1,600	1,600
525100	Electric	8,278	12,730	9,372	8,000	7,588	7,588
525105	Water	681	728	696	696	712	712
525110	Sewer	331	401	349	349	396	396
525120	Telephone	515	530	550	550	500	0
525135	Internet	180	120	180	180	180	180
525140	Gas-utility	2,438	4,025	5,850	5,500	4,000	4,000
527100	Car allowance	141	182	500	500	500	500
530100	Office supplies	689	711	850	850	850	850
530200	Program supplies	0	0	250	250	250	250
530259	IT small equipment	0	0	1,000	1,000	1,500	1,500
539999	Miscellaneous expenses	0	0	250	250	250	250
Total Non-Personal Services		30,529	45,798	38,240	36,618	37,004	37,004
<u>Capital Outlay</u>							
642200	IT equipment	295	650	0	0	0	0
Total Capital Outlay		295	650	0	0	0	0
Total Senior Activity Center		162,029	177,202	172,852	171,969	180,017	180,017
521900	Contracted services						
	HVAC contractor	2,412	2,496	2,880	2,880	3,506	3,506
		2,412	2,496	2,880	2,880	3,506	3,506

**CITY OF SHEBOYGAN**

**REQUEST FOR SENIOR ACTIVITY CENTER COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Program Highlights, Upcoming Events, Statistics Collection

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**REPORT PREPARED BY:** Wendy Schmitz, Supervisor of Senior Activity Center

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**REPORT DATE:** September 9, 2017

**MEETING DATE:** September 20, 2017

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**FISCAL SUMMARY:**

Budget Line Item: N/A  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

None

**STAFF COMMENTS:**

Program Highlights-

- Wendy Schmitz and Melissa Wolf attended Non-Profit roundtable.
- A Harvest Luncheon was held, using the food grown in our garden and to thank all the volunteer gardeners.
- Melissa Wolf attended a planning meeting for the “Come Together” event to be held in Fountain Park on September 9<sup>th</sup>. An event to celebrate diversity.
- Melissa Wolf attended a Web Design class.
- Kerri Robertson attended the City Wellness Committee meeting.
- A very successful Mah Jongg tournament was held on August 17<sup>th</sup> with visitors traveling from as far away as Chicago. The tournament raised \$635 for the center.
- Kerri Robertson escorted a bus trip to the Chicago Cubs game at Wrigley Field.
- Wendy Schmitz attended a Succession Planning training planned by the Chamber of Commerce.
- August 31- Wellness Café, Low Back pain, very well attended.

Upcoming Events-

- September 5- Food Summit with Nourish.
- September 7/8 – Living Well training, Kerri Robertson
- September 8- Etude Middle School students volunteer project
- September 8- Cooking Class
- September 9- Alzheimers Walk, Come Together Festival
- September 11/ 25 - Medicare informational booth
- September 12- Health Care Policy implications- discussion
- September 12- TV Show taping

- September 14- Day of Caring, 2 volunteer teams from Sargento
- September 21- Falls Screening
- September 25- Presentation and lunch to VILS retiree group, here at SACS
- September 26- Travel presentation at 4pm
- September 27- Packer presentation from author Jim Rice
- September 28- Wellness café, Dr. Green, Joint replacement

#### Statistics Collection-

August totals= 4338 (N/A for 2016)

Friends members= 649 (642 in 2016)

Volunteers = 211.5 by 14 ( 376.5 by 30 in 2016)

#### Friends Report-

The Friends Board meeting was cancelled due to lack of quorum.

**ACTION REQUESTED:** N/A

**ATTACHMENTS:** Budget as submitted to City Council.

#### Steps taken to fulfill strategic plan goals.

##### Quality of Life Action Items

1. To inform senior citizens about civic engagement opportunities.
2. Complete a building adequacy study
  - Assigned to Department of Public Works

##### Governing and Fiscal Management Action Items

- Include Senior Activity Center participants in planning related to the retirement population.
- City of Sheboygan, first city in Wisconsin to receive the designation as an Age Friendly Community by AARP and World Health Organization. Rich Miesfelt, Commission member has been asked to be on the Task Group.
- Develop a succession plan for all management positions.  
Wendy Schmitz attended Succession Plan training and has implemented Policy and Procedure recording, with the assistance of Melissa Wolf.
- Communication- Critical Measures  
Quarterly reports made to the Senior Activity Center Commission include usage statistics. Critical measures included in mission page with draft budget submittal.

