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**AGENDA
VILLAGE OF SUSSEX
SENIOR CITIZENS ADVISORY COMMITTEE
TUESDAY, JANUARY 19, 2016
4:00 PM
SUSSEX COMMUNITY CENTER-W240N5765 MAPLE AVE.**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Senior Citizens Advisory Committee, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location.

Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Call to Order
2. Roll Call
3. Citizens Comments
4. Discussion and possible action on minutes of November 17, 2015.
5. Discussion and possible action on the Rock-A-Thon, 2016.
6. Discussion and possible action on the 2016 Waukesha County Senior Dining Agreement.
7. Senior Coordinator's Report
8. Director's Report
10. President / Village Administrator's update on happenings in the Village of Sussex.
11. Topics for future agenda items.
12. Adjournment

Eileen Kaiser
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

VILLAGE OF SUSSEX
SUSSEX, WI
SENIOR CITIZENS ADVISORY COMMITTEE MINUTES
Tuesday, November 17, 2015

Meeting called to order: 4:00 p.m. by Roger Johnson.

Members Present: Roger Johnson, Mary Kraemer, Art Rude, Karen Sukkert, Pat Tetzlaff and Jen Waltz.

Members Absent: Shirley Johnson and Pat Plude.

Also Present: Parks and Recreation Director- Sasha Snapp, Senior Program Coordinator- Jean Horner and Village Administrator – Jeremy Smith.

Citizen Comments: School District Breakfast is scheduled for the same day that our Volunteer Recognition Breakfast is planned. Better coordination in future is needed.

Discussion and possible action on minutes of September 15, 2015: Roger Johnson notated that minutes from September included Shirley Johnson in attendance and she was not at the meeting. Motion made by Waltz, seconded by Tetzlaff to approve the September minutes with the correction that Shirley Johnson was not in attendance at the September meeting.

Motion carried.

Update on Holiday Swag Event: 5 sponsors at \$100 and \$500 committed from Senior Advisory Board if needed. 36 seniors signed up as of today. Volunteers committed at all three events.

Update on Volunteer Appreciation Breakfast, Wednesday November 18: 40 seniors will be served by Quarry Coffee. Roger Boll is entertaining.

Discussion and possible Action on Senior Dinner Party fees: Due to moving to new Civic Center and Dinner party size increasing, as well as current meal preparation being done by a volunteer, discussion was about possibly having to increase dinner party fees in the future. Committee felt we should not minimize food product or increase cost at this time. We could eliminate door prizes if need be. Decision was made that we should keep the \$1000 that the Advisory Board contributes to dinner parties in place but give the Director discretion at price increase if need be in the future. Discussion also included the possibility of changes to dinner party fees for resident and non-residents.

Motion was made by Rude, seconded by Kraemer to give permission to an increase of \$250 per year for discretionary income.

Motion carried.

Senior Coordinators Report – Horner reported.

- COA Winter 2016 in progress. New advertisers, Chinese New Year Party Feb. 3
- Meal site numbers continue to soar. 70 diners for Veterans Day (Fred Keller speaker), 50 diners for Thanksgiving.

- Local Cub and Girl Scout troops came forward to support senior programs.
- Holiday Dinner Party “Merry and Bright”, Dec. 9. Will sell out and cap at 90 diners.
- Holiday Luncheon, Dec. 16, Entertainment by Pewaukee High School Madrigal Choir performing.

Directors Report – Snapp reported.

- 2016 Budget going for final approval.
- New Special Event Coordinator – part time position approved.
- New Playground being planned for Civic Campus as well as landscape design.
- Plans for creating a transition plan for seniors and our new Civic Campus.

Village Administrators Report – Smith reported.

- Civic Campus project to be completed late 2016.
- Mammoth Springs, Woodside Ridge and Maple Preserve residential projects ongoing.
- Meijer’s ahead of schedule with a late spring, early summer opening and signals will be operational soon.
- New retail establishments Bistro Z, Taco Bell, Kwik Trip under construction and varied openings.
- “Settlement at Sussex Creek” new subdivision on Maple for spring 2016 start.
- There is significant capacity by Sussex Sewer and Water for new development and there will be some village spending for radium removal.

Topics for future agenda:

Next meeting: Tuesday, January 19, 2016

Motion by Rude, seconded by Kraemer to adjourn the meeting at 5:00 p.m.

Minutes respectfully submitted by:

Jean Horner, Senior Program Coordinator

Paul Farrow
County Executive

Antwayne M. Robertson
Director



Waukesha
County
DEPARTMENT OF
HEALTH AND HUMAN SERVICES

RECEIVED DEC 31 2015

Susan Freiheit
Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089

RE: Contract # 16-015

Dear Ms. Freiheit,

December 9, 2015

Contract 16-015 for services during 2016 with the Aging and Disability Resource Center of Waukesha County (ADRC) a division of the Waukesha County Department of Health and Human Services is enclosed for review and signature. **Signature is required on page 3 of the contract.** Please sign and return both copies to our office. A fully executed copy will be returned to you after all signatures are obtained.

Please let me know if you have any questions concerning the contract. I can be reached at telephone (262) 548-7665.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Beyer".

Jennifer Beyer
Quality Assurance Specialist
Programs & Projects Analyst

COOPERATIVE AGREEMENT BETWEEN
VILLAGE OF SUSSEX
AND
AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
A DIVISION OF WAUKESHA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

In consideration of the mutual covenants here in The Aging and Disability Resource Center of Waukesha County (ADRC), a division of Waukesha County Department of Health and Human Services, State of Wisconsin, hereinafter known as the "Program," having offices at Human Services Center, 514 Riverview Drive, Waukesha, Wisconsin 53188 and **Village of Sussex whose business offices are located at N64W23760 Main Street, Sussex, WI 53089** hereinafter known as the "Facility," agree as follows regarding the use of **Sussex Community Center, W240N5765 Maple Ave, Sussex, Wisconsin 53089** as a facility for providing meals to elderly residents:

- I. The Facility shall provide:
 - A. Use of the dining and serving area for service of meals on **Monday, Tuesday, Wednesday, Thursday, and Friday** from 9:30 a.m. to 2:00 p.m. for elderly participants. The Program understands that these hours may need to be adjusted due to Facility programming and will be mutually agreed upon.
 - B. Payment of utility charges, except monthly charges for a separate phone and fax line.
 - C. Limited storage facilities for equipment, utensils and supplies.
 - D. The Facility shall adequately maintain the equipment, building, and grounds, including snow and ice removal as necessary.
 - E. Tables and chairs to reach the seating capacity of the room, and use of kitchen facilities.
 - F. Working smoke alarms and fire extinguishers, with assurance of regular operational checks.
 - G. Posted evacuation procedures and well lighted exit signs.
- II. The Program shall provide:
 - A. Meals, which shall be delivered and shall contain one-third minimum daily requirements for an adult as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences.
 - B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, clean-up, recordkeeping, etc., and shall follow health and sanitation procedures. Also, set up tables for chairs and place back in storage

area as needed/requested.

- C. Planning and coordination of various social and recreational activities following meal service as agreed with the approval of the Facility.

III. The Facility and the Program shall agree as follows:

- A. Meal service shall be open to all residents of the United States 60 years of age or older.
- B. Various rules and regulations regarding walk-ins may be established as necessary by the Facility in cooperation with the Program.
- C. It is understood that the parties shall each bear only that responsibility and resultant liability because of personal injury and/or property damage, which is based upon their own negligent acts or omissions. Each party will at all times during the term of this agreement, keep in force and effect general liability insurance policies as outlined below, issued by a company authorized to do business in the State of Wisconsin.

Commercial General Liability Insurance

Coverage Required:

Premises and Operations

Products and Completed Operations

Blanket Contractual Liability

Limits of Liability:

Not less than \$1,000,000 combined single limit (bodily injury and property damage)

Each shall be given ninety (90) day written notice of cancellation or non-renewal during the term of this agreement. Upon execution of this agreement, the Facility will furnish the Program with a Certificate of Insurance. In the event that any action, suit, or other proceeding is brought against either party upon any matter here included, that party shall within five (5) working days give notice to the other party of the action.

- D. As the Program is governed by Waukesha County policy and it is the policy of Waukesha County that all buildings and facilities under the control of Waukesha County be declared smoke free, therefore, during the operational hours of the Nutrition Program the space available to the Program will be declared smoke free.

IV. Miscellaneous terms:

- A. It is understood that a portion or portions of the dining area may be used for facility programs and/or activities if not required for meal service and related

programs.

B.

Dish machine remains property of the Facility. The Program will utilize the dish machine in accordance with manufacturer's recommendations, and use will be determined by availability and ability of staff and volunteers as well as the availability of chemicals and serving ware and any and all other items required for its use.

The Program will evaluate on an ongoing basis the appropriateness of the use of the machine, as well as the appropriateness of repairs or replacement, which will be coordinated with the Facility should repairs or replacement be needed.

V. This agreement constitutes the entire agreement between the Facility and the Program.

VI. This agreement shall be effective as of **January 1, 2016** and ending **December 31, 2016**. However, either party may at any time during the life of the agreement terminate this agreement by giving ninety (90) days notice to the other party of the intention to do so.

In witness thereof, the parties hereto affix their hands and seals.

Antwayne Robertson
Director, Department of Health and Human Services
Waukesha County

Date

Signature of Agent for Facility

Date

Name (Type or print)

Phone Number

Title

Company