

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
Minutes
March 14, 2013**

- A. Meeting called to order at 7:57 AM by Chairman J. Klundt.
- B. Present: Sue Steffen, Peg Malueg, Joyce Klundt, Lee Murphy, Jean Wollerman, Sue Nett
Mary Lueke
Absent: John Ruck
Guest: Greg Keil, City of Menasha Community Development Director
- C. MINUTES TO APPROVE
1. Motion to approve minutes from February 14, 2013 meeting made by M. Lueke and seconded by L. Murphy. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Senior Center Older Adult Director J. Wollerman reported on future activities at the center which include brat fries scheduled for May 23 and 24, July 1 and 2, and Sept. 13 and 14. J. Wollerman discussed number of visits to the center in Feb. increased from Jan. but was less than Feb. 2011. Committee members discussed possible reasons i.e. weather was not ideal with several snow storms. J. Wollerman pointed out again the decrease in mealsite participants which may have been weather related but also affects the number of visits to the center. Advocap does have a new mealsite vendor and menu items may also affect the decision to attend the mealsite. Committee members then discussed the mealsite in general and requested the mealsite program manager be invited to a future meeting to review the mealsite program in general. S. Nett to contact Advocap to arrange this. Strong Bones class to start again this month.
 2. Public Health Director – Memory Café Project. S. Nett explained the UW-O nursing students working in the health department this month as part of their aggregate project are working to start a memory café at the senior center. As a result of their efforts, the first memory café at the center is scheduled for April 18th from 12:15 to 2:15 PM. The Fox Valley Memory Project has agreed to have the senior center as a memory café site.
- E. Action Items
1. Selection of Architectural Design Firm for Architectural Design Services for Menasha Senior Center Addition. G. Keil reviewed the proposals received from the RFP sent out by his office. 4 proposals were submitted and only one of the 4 came in under the budgeted amount. The proposal from Martensen and Eisele was significantly higher than all that were submitted and was eliminated from the discussion. Committee members questioned G. Keil about the remaining proposals and if they all contained the information as outlined in the RFP and he explained that he, S. Nett, and Mark Radtke, the city's public works director had met prior to the meeting today and reviewed the proposals, finding everything to be in order with one exception. The proposal submitted by Robert Acord, while being the lowest and under budget, indicated the cost of the architect insurance for errors and

"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."

omissions was not included in the proposal and was instead listed as a reimbursable expense. G. Keil did speak with Mr. Acord about this and was told that he doesn't carry this insurance as an independent architect and the cost ranges from \$6000 to \$8000. Mr. Acord was going to check and see if the insurance from a new potential contract with another client would cover him for the senior center proposal. He was going to let G. Keil know later today. After discussion and all the committee members questions were answered, S. Steffen made a motion, seconded by L. Murphy to accept Robert J. Acord's proposal contingent upon his obtaining special insurance for architect (errors and omissions) and that it is acceptable to the city risk manager. Motion carried. Committee members then discussed what happens if the architect is unable to obtain the insurance. G. Keil suggested they consider accepting a second proposal as provisional in the case of noncompliance with the insurance as requested in the first motion. Committee members further discussed the difference in the cost for the other two proposals under consideration was only \$320, and since one of the agencies was familiar with the project after having done the preliminary design work, why not have them be the second choice. Motion then made by S. Steffen and seconded by P. Malueg to accept McMahon and Associates as provisional in case of noncompliance with Robert Acord obtaining insurance. Motion carried.

F. HELD OVER BUSINESS

1. Senior Center Mission Statement. J. Wollerman requested this be held again.

G. Motion to adjourn at 9:34 AM made by L. Murphy and seconded by S. Steffen. Motion carried. Next meeting April 11, 2013.