

City of Beaver Dam, Wisconsin
ADMINISTRATIVE COMMITTEE
Monday December 17, 2018
6:30 pm
MUNICIPAL BUILDING
ROOM 54

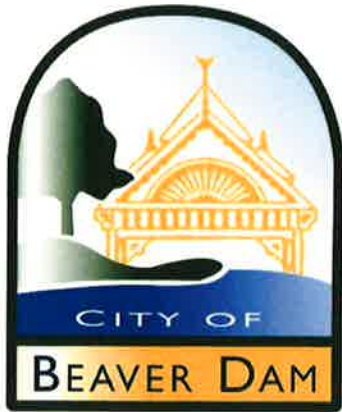
AGENDA:

1. Consider approval of the minutes from the December 4, 2018 Administrative Committee meeting.
2. Discussion and possible recommendation concerning the committee's report to the City Council including its findings, conclusions of law, and a recommendation about what action the Common Council should take regarding the Class "B"/"Class B" license of Amanda Hammen d/b/a Johnny's Lounge for the premises located at 519 Madison Street, Beaver Dam, WI 53916.
3. Consider approval of Taxi Operator License application(s).
4. Consider approval of a resolution granting beverage operator licenses.
5. Consider approval of a resolution establishing polling places for the 2019 elections.
6. Consider approval of an Ordinance to amend the Municipal Code relative to the Municipal Court Judge's salary.
7. Consider approval of employee vacation carryover requests.
8. Consider approval of a resolution promoting Joan Hohenstein to the position of Recreation Supervisor.
9. Consider approval of amendments to the Senior Center by-laws.
10. Questions concerning invoices scheduled for Council approval.
11. Items for future agendas - for discussion only.

Posted: December 14, 2018
at 11:25 AM.

"A quorum of the Common Council may attend this meeting."

"Requests from persons with disabilities, who need assistance to participate in this meeting, or hearing, should contact the City Clerk's office at 887-4600, ext. 338, with as much advance notice as possible."



City of Beaver Dam
205 South Lincoln Avenue
Beaver Dam, Wisconsin 53916

Phone: (920) 887-4600

Fax: (920) 887-4605

Memo

To: Administrative Committee, Mayor
From: John Somers, Director of Administration
Date: December 14, 2018
Re: Vacation Carryover from 2018 to 2019

The following employees have requested to carry over unused 2018 vacation hours to 2019.

Vacation Carryover Request 2018 to 2019

Name	Days	Hours
Jim Diels*	10.00	80.00
Karen Bilitz**	11.00	88.00
Dorothy Janz	5.00	40.00
Dan Mulhern	3.00	24.00
Jana Stephens	2.50	20.00
Rob Minnema	4.00	32.00
Becky Welsch	3.00	24.00
Bryan White	5.00	40.00
Greg Goodrich	5.00	40.00
Donn Luell~	5.00	40.00
Jeremy Klug	4.50	36.00
Jim Riege	2.00	16.00
Kevin Schreiber	2.00	16.00
Gavin Feucht	3.00	24.00
Bob Ritter	5.00	40.00
Julie Wylesky	4.57	36.50

* Employee fill in in the absence of a DPW Supervisor until Dan Mulhern was hired which prevented him from using his vacation.

** Employee had to take on additional budget duties to assist the new DPW Supervisor which prevented using vacation time.



City of Beaver Dam, Wisconsin

Memo

To: Administrative Committee Members
Cc: John Somers, Director of Administration
From: Jana Stephens, Beaver Dam Community Activities & Services Administrator
Date: December 13, 2018
Re: Recreation Supervisor Position

The Common Council recently approved converting the permanent part-time Activities Specialist position to a full-time Recreation Supervisor position in the 2019 City Budget. Joan Hohenstein is currently serving as the Activities Specialist and has been performing most of the duties of the Recreation Supervisor. She has proven to be an excellent fit for the position and is a valuable part of our team.

I am respectfully requesting that the formal posting and hiring process be waived and Joan Hohenstein be promoted from her current position to the full-time Recreation Supervisor position effective January 1, 2019.

Thank you for your consideration.



City of Beaver Dam, Wisconsin

Memo

To: Administrative Committee Members and City Attorney Maryann Schacht
Cc: John Somers, Director of Administration
From: Jana Stephens, Beaver Dam Community Activities & Services Administrator
Date: December 13, 2018
Re: Senior Center By-Laws Changes

The Senior Center Steering Committee reviewed the Senior Center By-Laws at their November meeting and approved proposed changes. These proposed changes are noted in red on pages 3, 4, 5, 6, 7, 8, 10 and 11 of the attached document.

I respectfully request Administrative Committee approval of the proposed changes to the Senior Center By-Laws.

Thank you for your consideration.



CITY OF BEAVER DAM
Community
Activities & Services

SENIOR CENTER BY-LAWS

Adopted: 1973

Revised: January 2017



THE
WATERMARK

209 S. Center St, Beaver Dam, WI 53916

Ph: (920) 887-4639

www.cityofbeaverdam.com/bdcas bdcas@cityofbeaverdam.com

City of Beaver Dam
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City of Beaver Dam
SENIOR CENTER BY-LAWS

ARTICLE 1 – NAME

The name of this organization shall be the Beaver Dam Senior Center, hereinafter referred to as “Center”, located in The Watermark, hereinafter referred to as “facility”, at 209 S. Center St., Beaver Dam, WI 53916.

ARTICLE 2 – PURPOSE

To offer and promote programs and services for active older adults.

ARTICLE 3 – OPERATION & ADMINISTRATION

Section 1. Operation

This organization shall be operated as a department of the City of Beaver Dam under the jurisdiction of the Administrative Committee.

Section 2. Administration

This organization shall have an on-site Administrator to organize, supervise and promote Center programs & activities. The City of Beaver Dam Community Activities & Services Administrator, hereinafter referred to as “Administrator”, shall be responsible for scheduling day-to-day operations; organizing and implementing all programs; coordinating facility use for groups and individuals; and keeping records. The Administrator shall be directly responsible to the City of Beaver Dam Director of Administration. The Administrator shall keep abreast of all current trends, programs, services and funding availability, and in effect, shall be the City’s authority on matters concerning older adults in Beaver Dam.

Section 3. Policies & Procedures

Written policies and procedures shall be established by the Steering Committee to ensure equal application of rules, equal opportunity and safety for all participants.

ARTICLE 4 – PARTICIPANTS

Section 1. Fees

Participation shall be free of charge to all residents ages 50 & over of the city of Beaver Dam. Non-residents shall pay an annual fee. The following programs are exempt from non-resident fees:

- AARP Tax Assistance
- ~~Senior Center~~ Friday Bowling League
- Dodge County Nutrition Site
- Guest/Visitor
- Travel Club

Section 2. Rules of Conduct

The following guidelines apply to all participants:

- Courtesy and respect will be shown to all persons at all times.
- Discrimination towards any person for any reason will not be tolerated.
- Good personal hygiene and proper attire are required.
- Profanity, abusive or offensive language, jokes or stories will not be tolerated in any form, spoken or written.
- Inappropriate physical contact or harassment of participants or staff is not acceptable.

- Each participant is responsible for maintaining respect for the facility and its contents. Participants/volunteers will follow guidelines for use of facility equipment and will follow rules of programs & activities.
- Section 101.123 Wisconsin Statute prohibits smoking in any enclosed, indoor area of a state, county, city or town building. Smoking is defined as carrying a lighted cigar, cigarette, or pipe vaping device or other electronic delivery system. Smoking is allowed in designated areas outside of the facility.
- Alcohol/Drugs: Persons who are intoxicated will be asked to leave the property. Illegal drugs may not be brought/used in the facility. Note: Alcohol may be served at Center-sponsored programs & activities. In such cases, moderate consumption is acceptable and will be enforced.
- Pets: Guide dogs and service pets will be allowed in the facility, no other pets are allowed unless a special program or activity is scheduled.
- Participants are responsible for providing their own personal care and needs. A caretaker must accompany participants who cannot care for themselves for the duration of their stay. Caretakers may participate in the same activity if it does not hinder their ability to provide assistance to the participant.

Section 3. Enforcement

Staff and Volunteer Coordinators have full authority to enforce the following terms when it is evident that a participant is not adhering to the Rules of Conduct listed above:

- A verbal and/or written warning will be given, along with the Rules of Conduct, to show that said participant is not acting within the established guidelines. A Volunteer Coordinator must provide a copy of the written warning or advise the Administrator of a verbal warning to a participant.
- Upon repeated violations, said participant will be informed by the Administrator that he/she is not welcome at Center programs & activities at the present time. Re-admittance, after a length of time to be determined by the Steering Committee Administrator, will be permitted with the understanding that he/she will not create problems in the future The Administrator will report this information to the Steering Committee at the next regularly scheduled meeting.
- A participant who has been denied Center program & activity privileges may request a meeting with the Steering Committee to appeal the decision. The decision of the Steering Committee will be final.

ARTICLE 5 – MEETINGS

Section 1. Annual Meeting

The Annual Meeting shall be held on the last Thursday in January and shall be for the purpose of presenting annual reports of this organization by the Administrator, recognizing individual and group accomplishments, announcing newly elected Steering Committee members and for any other business that may arise. Minutes of each meeting shall be recorded by the Steering Committee Secretary or designee.

Section 2. Special Meetings

Special meetings may be called by the Steering Committee upon the written request of 5 participants of this organization. The purpose of the meeting shall be stated in the call and no business shall be transacted except that mentioned in the call. Meeting notices will be posted prominently at the facility and posted in accordance with City regulations. Except in cases of emergency, at least 5 days' notice shall be given.

Section 3. Quorum

Fifteen participants of this organization shall constitute a quorum for the Annual Meeting or any special meeting.

ARTICLE 6 – STEERING COMMITTEE

Section 1. Composition & Qualification

This organization shall have a Steering Committee consisting of 12 voting members and the Administrator:

- Eight members shall be active Center participants and be elected by ballot.
- Three members shall be selected from the public-at-large by the standing Nomination Committee pursuant to Article 7, section 2e.
- One member shall be a Common Council member appointed by the Mayor to serve as liaison between the Common Council and the Committee.

Section 2. Elected Member Term of Office

The 8 elected members will serve 2-year terms. Elected members can serve 2 consecutive terms, with a 1-year absence required before being eligible to serve another 2 years. Elections will be held for no more than 4 members each year.

Section 3. Mayoral Appointment Term of Office

The Mayoral appointed member may serve up to 4 years, with a 1-year absence required before being eligible for another 4 years of service.

Section 4. Public-At-Large Term of Office

The 3 public-at-large members will serve on an annual basis and may serve up to 4 years, with a 1-year absence required before being eligible for another 4 years of service.

Section 5. Notice of Election

In November of each year, Steering Committee election notices will be posted at the facility and in the media, including radio, newspaper and the monthly Center newsletter. A Steering Committee Application For Elected Member form must be completed and filed with the Administrator on or before December 15 to be eligible for election to the Committee.

Section 6. Elections

Steering Committee elections will be held at the facility during the week prior to the annual meeting. All eligible candidates' names will appear on the ballot, and participants of this organization will cast their vote for the exact number of open seats. Members-elect shall take office upon adjournment of the annual meeting.

Section 7. Role

The role of the Steering Committee is advisory to the Administrator. The Committee shall promote the vision and mission statements and carry out the goals, objectives and action plans of the organization.

Section 8. Responsibilities

The Steering Committee will:

- Act as liaison between Center participants and the administration.
- Assist in raising funds for Center programs & activities.
- Aid in volunteer recruitment.
- Develop ways by which the Center can contribute to the community.
- Promote Center programs & activities and welcome newcomers.
- Assist in the development of written long- and short-term goals, objectives and action plans for Center programs & activities.
- Assist in the eEvaluation of Center programs & activities on a regular basis.
- Attend Center functions and volunteer for Center events.

Section 9. Code of Conduct

Steering Committee members will be required to abide by a code of conduct while in office. Each member will be required to sign a Code of Conduct policy when elected into office. Suspected violations of this code are to be reported to the chairperson of the Steering Committee and the Administrator. Disciplinary action will be decided by the chairperson of the Steering Committee and the Administrator. The Code of Conduct policy includes:

- **Code of Ethics**
Members of the Committee will support the mission of the Center. They will support the interests of current and future members as adequately as possible with non-bias to individuals.
- **Conflict of Interest**
Steering Committee members have a fiduciary responsibility to the Center. No Steering Committee member shall allow any personal or business interests to influence their participation in decision-making regarding Center operations. The person indicating a conflict of interest shall excuse themselves from the room while the discussion and/or vote is taken. Failure to disclose a conflict of interest can result in disciplinary action, including dismissal from the Steering Committee.
- **Non-Retaliation**
No person in good faith who reports a violation of the Code of Ethics or Conflict of Interest shall suffer harassment, retaliation or adverse consequences. A committee member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the Steering Committee.

Section 10. Meetings

The Steering Committee shall meet monthly on a set day and time at the facility with the approval of the majority of the Committee. Announcement of the meetings will be included on the calendar in the monthly Center newsletter and posted in compliance with City regulations. Minutes of each meeting shall be recorded by the Steering Committee Secretary or designee.

Section 11. Special Meetings

Special meetings of the Steering Committee may be called as needed, at the discretion of the Administrator and the Committee Chairperson. Announcement of the meetings will be posted at the facility and posted in compliance with City regulations. Minutes of each meeting shall be recorded by the Steering Committee Secretary or designee.

Section 12. Quorum

A quorum of the Steering Committee shall be 7 voting members, with a minimum of 4 elected members in attendance.

Section 13. Officer Elections

Officers of the Steering Committee will consist of Chairperson, Vice-Chairperson, Treasurer, and Secretary. The Committee, as their first order of business for each year, shall elect a Chairperson, Vice-Chairperson, Treasurer and Secretary. Officers shall be selected from the 8 elected members of the Committee.

Section 14. Officer Term of Office

Officers shall serve a 1-year term.

Section 15. Standing Committee Appointment

The Chairperson or Administrator will appoint 1 Steering Committee member to serve on each of the standing committees at the March Steering Committee meeting each year.

Section 16. Ex-Officio

The outgoing Chairperson of the Steering Committee, if no longer a member of the Committee, shall serve as an ex-officio, non-voting member of the Committee for the following year.

Section 17. Meeting Attendance/Absences

Committee members must be in attendance at all meetings, which is documented in the minutes. A member must contact the Committee Chairperson or Administrator, prior to the meeting, to be excused. Steering Committee members who miss 3 consecutive unexcused meetings or 4 unexcused meetings during a 1-year period shall be automatically dismissed from the Committee. Steering Committee may waive this rule in special circumstances.

Section 18. Vacancy

When a Steering Committee vacancy occurs between elections, the vacancy is to be filled within 2 months. A vacancy will be filled by means of appointment. This appointment should be made upon the recommendation of the Administrator and majority approval of the Committee.

Section 19. Orientation

Newly elected Steering Committee members will participate in an orientation session after they are elected.

ARTICLE 7 – STANDING COMMITTEES

Section 1. Composition

This organization shall have 5 standing committees:

- Any Center participant interested in joining a standing committee is welcome to become a member of that committee.
- The Chairperson of each standing committee will be appointed by the Administrator.
- Each Chairperson should serve at least a 1-year term and will be provided with guidelines of the purpose and duties of that committee.

Section 2. Committees

The standing committees are as follows:

a) Program Committee

- (i)** The purpose of this committee is to offer suggestions for new programs, as well as to assist in promoting all Center programs & activities.
- (ii)** Members of this committee will be asked to assist the Administrator in developing a balanced program, which includes a variety of activities and services including the following:
 - 1.** Program development.
 - 2.** Program evaluation.
 - 3.** Promotion of programs and generating enthusiasm among older adults.
 - 4.** Assist with Center special events and programs & activities.

b) Tour Committee

- (i)** The purpose of this committee is to assist the Administrator in planning and promoting day trips and extended tours.
- (ii)** The duties and responsibilities are as follows:
 - 1.** Bring new and interesting tour ideas to committee meetings.
 - 2.** Offer suggestions for tour destinations that will appeal to a diverse group of older adults.
 - 3.** Seek out recommendations from Center participants, friends and family members.
 - 4.** Assist with evaluation of day trips and extended tours.
 - 5.** Generate enthusiasm among peers for Center-sponsored tours.

c) Woodworking Committee

- (i)** The purpose of this committee is to provide a meaningful activity for participants in the Woodworking Shop.
- (ii)** The duties and responsibilities are as follows:

1. Plan for annual maintenance, repair and replacement of woodworking equipment.
2. Recognize and report any dangerous or potentially dangerous conditions to the Administrator immediately.
3. Monitor and supervise Woodworking Shop activities.
4. Maintain a safe environment in the Woodworking Shop.
5. Ensure access to the Woodworking Shop.
6. Maintain a printed inventory of woodworking equipment.

d) Archival Committee

- (i) The purpose of this committee is to keep a historical record of Center programs & activities.
- (ii) The duties and responsibilities are as follows:
 1. Represent the older adult community and its history with accuracy and compassion.
 2. Contribute to the archives by collecting newspaper articles, analyzing photos and obtaining/presenting data for archival consideration.
 3. Work cooperatively with the people in the community.
 4. Maintain the integrity of the archives.
 5. Offer ideas and improvements.

e) Nomination Committee

- (i) The purpose of this committee is to select 3 individuals from the public-at-large to serve as voting members of the Steering Committee.
- (ii) The duties and responsibilities are as follows:
 1. Establish criteria for selecting public-at-large members of the Steering Committee.
 2. Make contact with and interview proposed individuals to establish interests and suitability.
 3. Present names of the selected public-at-large individuals at the December meeting of the Steering Committee.

Section 3. Meetings & Minutes

Each standing committee shall meet at least once per year and provide written or verbal reports to the Steering Committee. Announcement of the meetings will be posted at the facility.

ARTICLE 8 – CENTER-SANCTIONED ACTIVITIES

Section 1. Composition

This organization has 3 Center-sanctioned activities.

Section 2. Activities

a) Dodge County Nutrition Site

- (i) Dodge County will contract for the use of the serving pantry and Recreation Room each day that meals are served at this facility.

b) AARP Tax Assistance

- (i) The American Association of Retired Persons (AARP) volunteers will follow the Senior Center By-Laws and have use of a room and tables February through April each year. They will operate at the facility as long as they are not inconsistent with these By-Laws or directives of the Administrative Committee or Administrator.

e) Friday Bowling League

- (i)** This organization may have a bowling league that shall be known as the Friday Bowling League that will follow the Friday Bowling Rules & Regulations and Senior Center By-Laws. They will operate as long as they are not inconsistent with these By-Laws or directives of the Administrative Committee or Administrator.

ARTICLE 9 – AUTHORIZATION OF EXPENDITURES

Section 1. Composition & Review

Two special accounts have been established by the City of Beaver Dam to handle monetary contributions to the Center, the Senior Center Endowment Fund and the Capital Improvement Fund. The Center has 2 independent checking accounts to handle expenses not covered by the City budget, the Travel Club and Senior Center checking accounts. A special audit committee, appointed by the Steering Committee, shall audit the Travel Club and Senior Center accounts annually. The audit process is outlined in the Policies & Procedures Handbook.

Section 2. Accounts

a) Travel Club Checking Account

- (i)** This shall be the account through which trips are administered.
- (ii)** The Administrator and ~~Steering Committee Treasurer~~ Office Administrator shall be responsible for authorization of payments and overseeing this account.
- (iii)** One signature is required on all withdrawals from this account. Authorized signers include the Administrator and Office Administrator.
- (iv)** This account may be included in the City of Beaver Dam's annual audit.

b) Senior Center Checking Account

- (i)** This shall be the account through which fund-raising monies and funds for program & activities and equipment are administered.
- (ii)** The Administrator and Steering Committee Treasurer shall be responsible for overseeing this account.
- (iii)** Two signatures are required on all withdrawals from this account. Authorized co-signers include the Steering Committee Treasurer, Administrator and Office Administrator.
- (iv)** The Administrator may approve general expenditures up to \$250. Expenditures over \$250 shall be approved by the Steering Committee at the next regular meeting.
- (v)** Any Center participant may make a request for expenditure from this account. All requests must be submitted to the Administrator, who will either act upon the request, up to \$150, or forward it to the Steering Committee for consideration.
- (vi)** The following guidelines apply to expenditures from this account:
 - 1.** The Steering Committee shall review income and expenses from this account at the monthly meetings.
 - 2.** The sum of \$2,000 shall be reserved as contingency funds.
 - 3.** The remaining balance (includes any certificate of deposits) shall be budgeted for expenses that directly benefit the Center.
 - 4.** This account may be included in the City of Beaver Dam's annual audit.

c) Senior Center Endowment Fund

- (i)** This shall be the account through which gifts and bequests are administered.
- (ii)** This account is administered by the City of Beaver Dam with recommendations from the Steering Committee and books kept by the Administrator and Office Administrator.

- (iii) The Director of Administration and the Administrator shall be responsible for maintaining this account.
 - (iv) City of Beaver Dam Resolution No. 146-96 shall govern requests for expenditures from this account.
 - (v) This account shall be included in the City of Beaver Dam's annual audit.
- d) Capital Improvement Fund**
- (i) City of Beaver Dam Resolution No. 8-2008 acknowledged an anonymous donation, established this account for the Center, outlines administration and governs the funds.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Center in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the Center may adopt.

ARTICLE 11 – AMENDMENT OF BY-LAWS

Section 1. Procedure

Any Center participant may recommend amendments to these By-Laws. Amendments shall be submitted to and approved by the Steering Committee at the November meeting. Immediately thereafter, amendments will be submitted to the City Attorney and Administrative Committee for approval.

Section 2. Effectivity & Ratification

By-Laws will be amended only at the Annual Meeting by two-thirds majority of the Center participants present.

Section 3. Review & Evaluation

By-Laws will be reviewed and evaluated every three years by an Ad-Hoc Committee and the Administrator. Members of the Ad-Hoc Committee will be appointed by the Administrator and be approved by the majority of the Steering Committee.

ARTICLE 12 – DONATION, GIFT & SPONSORSHIP RULES

Section 1. Donation

All donors will receive an acknowledgement for contributions to the Center. An inventory will be maintained for donations over \$100.

Section 2. Gift

An inventory will be maintained for gifts over \$100.

(a) Monetary Gift

- (i) Gifts of \$100 – \$4,999 will have an engraved plate on the "Thank You" board.
- (ii) Gifts of \$5,000 and over will have ~~an~~ an individual engraved plaque on the wall.

(b) Non-Monetary Gift

- (i) Gifts of pre-approved merchandise are so honored with an engraved nameplate on the donation.

Section 3. Sponsorship

Sponsors for special events and programs & activities may be solicited by the Administrator and/or volunteers and accepted as outlined in the Policies & Procedures Handbook.