

**PUBLIC NOTICE OF A MEETING OF THE  
COMMITTEE on AGING OF THE CITY OF MANITOWOC**

**COA Meeting Minutes May 8, 2023**

Classroom  
Manitowoc Senior Center

Present: A Brixius (Chair), J Hudon, J. Kramer, R Malzahn, M. Schultz, L Kalista, C Hall (Staff), M Michels (Staff)

Excused: D Bonk (Co- Chair), W. Hutterer (ADRC)

Absent: R VonDrachek,

1. Meeting called to order at 1:31 pm by A. Brixius
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (March 2023)
  - (a) Motion to approve: R. Malzahn
  - (b) Second: L. Kalista
  - (c) All in favor
4. Public Input
  - (a) none
5. Chair Person's Report
  - (a) The Committee on Aging is a City of Manitowoc committee
    - i. Follow Roberts Rules of Order
  - (b) Thank you to the staff and volunteers for a nice Cinco de Mayo Celebration
  - (c) Staff is still looking for Health Fair volunteers
    - i. Reminder that the Committee on Aging board members will help at all Senior Center events in food service.
      1. Please make sure to see staff to sign up for volunteer duties.
        - a. A. Brixius will reach out to the board members to confirm they are signing up
  - (d) Staff is still looking for Rummage Sale volunteers
    1. Please make sure to see staff to sign up for volunteer duties.
  - (e)
6. Aging & Disability and Resource Center Report (read by M. Michels for W. Hutterer)
  - (a) New OAA Program Manager: Lori Fure
  - (b) Volunteer drivers needed for rural and Manitowoc routes
  - (c) May 9<sup>th</sup> is Aging Advocacy Days in Madison
    - i. Call the ADRC of the Lakeshore to sign up for bus and receive information for signing up for the event
7. Sr. Center Staff Report
  - (a) Current Programs and Schedule updates
    - i. Trips
      1. April 19, 2023
        - a. Fox Valley Fun
        - b. 49 participants + 1 staff escort
      2. May 24, 2023
        - a. Brewers Game
        - b. ¾ full + 1 staff escort
      3. June 22, 2023
        - a. Legends in Concert at the Fireside
        - b. About ½ full + 1 volunteer escort
    - ii. Fundraiser
      1. Health Fair May 10, 2023
        - a. Vendor Booths Fee
        - b. Sponsorships
        - c. Pancake Breakfast and Bake Sale
      2. Pop up Bake Sales

- a. May 23, 2023 Brownies
      - i. Advertised sale
  - iii. Special Events
    - 1. St Patrick's Day Celebration March 17
      - a. 36 attendees + 16 volunteers
      - b. Lunch
      - c. Entertainment
      - d. Sponsor: Shady Lane
    - 2. Intergenerational Day April 10
      - a. 8 attendees
      - b. Lunch
      - c. Craft activities, organized by and supplies donated by volunteer
    - 3. Cinco de Mayo
      - a. 33 attendees + 10 volunteers
      - b. Lunch
      - c. Entertainment
      - d. Sponsor: Compassus
- (b) Questions, Comments and Concerns on Senior Center Report
  - i. R. Malzahn: wondering why the ADRC menu and puzzles and Hidden Hands are no longer in the newsletter
    - 1. C. Hall and M. Michels explained that we have more Senior Center activities, programs and events to advertise which take up more space. The menu is an ADRC program and the ADRC sends the menu to all of the home delivered participants, they print copies which are by the sign-in sheets at the Senior Center, and their menu is on their website also.
      - a. Discussion also that staff is posting more and creating more events on our FB page.
        - i. If you see any of these, please like or tag that you are interested or going and/or share to help with advertising.
    - ii. R. Malzahn: would like to see a highlight of the weavers in the newsletter and that they take orders
      - 1. M. Michels took the note and also explained that staff does try to highlight one or two programs in each newsletter, particularly those that are newer or have lower enrollment.
        - a. Weaving hasn't been advertised for a bit since there is such a long wait list to get into the program.
- 8. Financial Report
- 9. Old Business
  - (a) Senior Center Manual (*re: March 13, M Michels*)
    - i. Michelle continuing to work on this, hoping for fall finalization
  - (b) 42" tables – looking to purchase 3 (*re: July 11, 2022; Chair Person's Report*)
    - i. All approvals have gone through so Curt will purchase
  - (c) Discussion for the July meeting
    - i. Committee on Aging wish list
    - ii. Reminder for improvements or concerns for the 2024 budget to the July meeting
      - 1. Fee (rate) change recommendations
        - a. Membership fees
        - b. Gift Shop
          - i. Currently the senior center gets 5% of all vendor sales and full profit for anything that is donated, from the crafters, and/or from the weavers.
        - c. Watercolor Sales

- i. Currently the senior center gets 0% of sales
    - d. Red Hatters, Retired Educators
      - i. Need to determine where they fit in our current structure:
        - 1. Fitness: members, punch-card for facilitated classes
        - 2. Social: members
        - 3. Outreach: open to public
          - a. A Brixius suggested possibly implementing a COA review and approval procedure
    - e. Foot Care
      - i. C Hall working with providers so all have the same agreements with the senior center
    - 2. A Brixius reminded everyone to come to the July meeting prepared with ideas and suggestions to cover these topics
      - a. This will be an open discussion with viewpoints and possibly some items for motions and votes
    - iii. Sewing Machine for Weavers (*re: March 13, J Hudon*)
      - 1. 4-5 sewing machines have been donated. Janet Paul and Linda Londo volunteered to try out all of the machines staff could find in the building.
        - a. In the end there are 6 working machines
          - i. 3 in the weaving room
          - ii. 3 in the craft room
          - iii. 4 machines are going to the rummage sale for a couple dollars each
        - b. We have rec'd a few more that will be tested
      - 2. If there are any items in the building that no longer work or are broken, please let staff know so that these items can be disposed of properly
10. New/Other Business
  - (a) M. Schultz asked about advertising for the Lifeline Screenings
    - i. This is a rental, not a Senior Center program
    - ii. They can call LPI (our printer) to advertise in our newsletter
  - (b) L. Kalista said the blinds at the Rec Center are working well for Pickleball
  - (c) M. Schultz asked about the sound system (which was discussed at a previous meeting)
    - i. Curt explained the quote is at least \$6000 by Extreme Audio
      - 1. Needs to include: projector, A/V, blue tooth, full assembly with zones set for each of the 3 assembly rooms
        - a. Extreme Audio will also not touch the very outdated intercom system we currently have
          - i. Phones in the rooms will be removed by buildings and grounds as their time permits
11. A. Brixius reported for D. Bonk – There is a city vision outlook plan for the city and for parks, but what about for the Senior Center?
  - (a) C. Hall explained that there needs to be a long-range master plan
    - i. He will bring ideas on how to recommend a concise plan
    - ii. Everything needs to funnel through the budgeting system
    - iii. Facility upgrades have already been requested
  - (b) A. Brixius asked board members to compose a wish list that they help implement
    - i. Example being key fab door system
  - (c) A. Brixius asked board members to be visible and vocal at city meetings
12. Adjourn
  - (a) Motion to adjourn: L. Kalista

(b) Second: R Malzahn

(c) All in favor

i. Meeting adjourned at 2:32 pm

13. Next meeting May 8, 2023 at 1:30 pm

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950, or TDD 686-6552.

Dated this 26th day of June, 2023

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Curt Hall

Park, Recreation & Sr. Center Division Manager

**E-MAIL:**

Clerk's Office

Mayor's Office

City Managers

Committee Members