

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

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **COMMITTEE on AGING** of the City of Manitowoc will be held on **Monday, March 11, 2024 at 1:30 o'clock P.M.** at Manitowoc Senior Center Classroom, 3330 Custer Street, Manitowoc, Wisconsin.

As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

1. Call meeting to order
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (November 2023)
4. Public Input
5. Chair Person's Report
6. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips
 1. March 6, 2024: Beach Boys show at Riverside Theater
 - a. Full (with wait list) + 1 volunteer escort
 2. April 24, 2024: A Day in Sheboygan
 - a. 10 enrolled
 - b. Michelle will escort
 3. May 9, 2024: Brewer Game
 - a. 7 enrolled
 - b. Tari will escort
 4. June 6, 2024: Fireside – Nonsense
 - a. 24 enrolled
 - b. Volunteer will escort
 5. July 23, 2024: Chicago
 - a. Releasing in March newsletter
 - b. Michelle will escort
 6. September 9-12: Arc, Creation Station, Franklin Park
 - a. Releasing in March newsletter
 - b. Michelle will escort
 - ii. Fundraiser
 1. Health Fair – May 8, 2024
 2. Rummage Sale and Fry Out – June 27, 2024
 3. Holiday Fair – November 2, 2024
 - iii. Special Events
 1. 2024
 - a. Wacky Winter Wednesday – January 10, 2023
 - i. 36 attended + 10 volunteers
 - ii. Nice turn-out
 - b. Valentine's Day – February 14, 2024
 - i. Lunch and entertainment
 - ii. 44 attended + 8 volunteers
 - iii. Spaghetti was a big hit!
 - c. Leap Year – February 29, 2024
 - i. Refreshments, games, and bingo
 - ii. No registration needed
 - d. St Pat's – March 15, 2024
 - i. Pot Luck lunch and entertainment
 - ii. No registration needed, just bring a dish

- e. Spring Fling – April 12, 2024
 - i. Entertainment and fry-out
 - 1. Planning to sell food inside due to unpredictable weather that early in Spring
 - f. Open House – September 26, 2024
 - g. Holiday Party – December 20, 2024
 - (b) Questions, Comments and Concerns on Senior Center Report
 - 7. Financial Report
 - 8. Old Business
 - (a) A. Brixius would like the COA members to revisit their wish list compiled in July for the January 2024 meeting so that any restructuring/prioritizing of this list can be done (*re: January 8, 2024; A Brixius*)
 - i. Need a comprehensive plan
 - ii. Sound system in assembly
 - 1. C Hall to bring in the quotes we received the last time we looked into this
 - iii. Key fobs for doors
 - 1. Capital budget
 - iv. Handicap Parking
 - 1. Capital budget
 - a. J. Hudon suggested that as a short-term solution we look into changing some of the Home Delivered Meals spots on the side of the building, we change those to Handicap spots
 - v. Room Reassign/Storage
 - 1. ADRC and Senior Center office
 - 2. Capital Budget
 - a. J. Hudon suggested that the ADRC not use the senior center
 - i. C. Hall explained the COA is a city committee for the senior population (not just the senior center) and this is a program that benefits the senior population
 - vi. Larger Gift Shoppe
 - 1. Capital budget
 - vii. Adding a second-hand railing in the halls
 - 1. C Hall to find out who installed it and the total cost of the first railing
 - viii. Card reader
 - 1. My Senior Center program
 - a. Fees
 - i. Initial fee for software and hardware
 - ii. Annual fee for software
 - b. Program
 - i. Captures each program date, time, participants...as long as people scan their card or manually sign in
 - 2. M Michels reported that we are closer to getting the scanner we have working
 - a. Captures members...as long as they scan their card
 - (b) A. Brixis suggested COA look at doing a long-term strategic plan
 - i. C. Hall will reach out to consultants for quotes
9. New Business
10. Adjourn – Next meeting May 13, 2024 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 20th day of February 2024



Curt Hall
Park, Recreation & Sr. Center Division Manager

E-MAIL:

Clerk's Office

Mayor's Office

City Managers

Committee Members

PI Committee

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

COA Meeting Minutes January 8, 2024

Classroom
Manitowoc Senior Center

The Committee on Aging consists of eight members to be appointed by the Mayor and confirmed by the Common Council for three-year terms pursuant to 3.27. The Committee shall recommend to the Common Council a Director for the Committee on Aging who shall serve for a three-year term under the direction of the Director of Public Infrastructure.

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

1. Meeting called to order at 1:32 pm by A. Brixius
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (November 2023)
 - i. Motion to approve: D. Bonk
 - ii. Second: J. Hudon
 - iii. All in favor
4. Public Input
none
5. Chair Person's Report
 - (a) A. Brixius introduced A. Chizek. All members went around and introduced themselves.
 - (b) Note that all members terms end 06/01/24 except J. Hudon.
 - i. Please let A. Brixius know by the March meeting if you are looking to be reappointed or if you would like to relinquish after this term.
 - ii. Keep in mind that COA members are highly encouraged to volunteer to help with food service at senior center special events
 - (c) A. Brixius met with Dan Koski, Department of Public Infrastructure Director, and Curt Hall, Parks and Recreation Division Manager on November 20, 2023
 - i. Purpose was to bring more attention to DPI about senior center increased memberships and get more senior center recognition
 - ii. All of the COA wish list items are in the budget book Dan shared
 - iii. We send COA minutes to the PI group as well as other areas and on the city website
 - iv. Any items that are over \$25,000 are in the mayor's budget (city's capital budget) and must be in place by May 2024 to go through the vetting process
 - v. A. Brixius was very satisfied with this meeting
 - vi. They did also touch on A. Brixius' concern about recycling at the senior center as well as other areas of the city
 - (d) A. Brixius went to the PI meeting on December 6, 2023.
 - i. Introduced himself
 - ii. There were 5-6 alders at this meeting
 1. Some had some very positive comments
 2. They are receptive to the senior center
 3. One asked COA to look at the following for wish list items:
 - a. What does cost?
 - b. Who is paying for it?
 - iii. Discussion of mayor's budget (city capital budget)
 1. This goes through an extensive rubric to see if it will pass for that year's budget
 - (e) Thank you to staff and volunteers and COA members that volunteered for the Holiday Party

- i. Everything ran very smooth again
 - (f) A. Brixius highly recommends COA members to volunteer for food service at senior center events
 - i. Goal is to build face recognition and public relations with participants
 - ii. It's very easy, everything is laid out and organized.
 - 1. Please see Tari in the office to get on the volunteer list for events as they are advertised
 - (g) Reminders:
 - i. Please make sure you read through the agenda, minutes, and financials when you receive them, so that you are prepared when the meetings start.
 - ii. COA meetings follow Robert's Rules of Order
- 6. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips
 - 1. December 7, 2023: Christmas Stars show at Xavier Fine Arts Theatre
 - a. Full with a wait list + 1 volunteer escort
 - b. Many great comments and requests to go again in 2024
 - 2. March 6, 2024: Beach Boys show at Riverside Theater
 - a. 12 enrolled as of 12/19/23 + 1 volunteer escort
 - i. At time of meeting there were about 35-40 signed up
 - 3. May 9, 2024: Brewer Game
 - a. Waiting for pricing
 - b. Tari will escort
 - 4. June 6, 2024: Fireside – Nunsense
 - a. Advertising soon
 - b. Volunteer will escort
 - 5. September 9-12: Arc, Creation Station, Franklin Park
 - a. Working on pricing
 - b. Michelle will escort
 - 6. Possible Options
 - a. April – Sheboygan area
 - b. July - Chicago
 - ii. Fundraiser
 - 1. Health Fair – May 8, 2024
 - 2. Rummage Sale and Fry Out – June 27, 2024
 - 3. Holiday Fair – November 2, 2024
 - iii. Special Events
 - 1. 2023
 - a. Holiday Party ~ December 8, 2023
 - i. 11:30am-1:00pm
 - ii. 42 people in attendance with 13 volunteers total for the event
 - 2. 2024
 - a. Wacky Winter Wednesday – January 10, 2023
 - i. 9 signed up as of 12/19/23
 - ii. Buffet with servers
 - iii. Wear something wacky contest
 - iv. Bingo
 - b. Valentine's Day – February 14, 2024
 - i. Lunch and entertainment
 - c. Leap Year – February 29, 2024
 - i. Refreshments, games, and bingo
 - d. St Pat's – March 15, 2024
 - i. Lunch and entertainment
 - e. Spring Fling – April 12, 2024
 - i. Entertainment and fry-out

- f. Open House – September 26, 2024
 - g. Holiday Party – December 20, 2024
 - (b) Questions, Comments and Concerns on Senior Center Report
 - i. none
- 7. Financial Report
 - (a) A. Brixius inquired about the landscaping fee
 - i. C. Hall explained that there is a budgeted amount each year for senior center landscaping
 - 1. 2023 Cretton was hired and did the following work at the senior center:
 - a. Corner of Custer St and S 31st St
 - b. Flower beds and overgrowth areas along Custer St
 - c. Plot outside of the Social Room on Peto St (removed the old flower bed and reseeded)
 - ii. L. Kalista suggested “Adopt a Flower Bed”
 - 1. C. Hall has tried this but this tends to not be reliable and ends up being more time and work going in and fixing up areas that haven’t been tended to
 - a. This idea might work if we could find someone to head/lead the project and be responsible for it
 - iii. J. Hudon suggested a gardening group to fix up the median in the parking lot
 - 1. C. Hall explained that this is a bioretention area
 - iv. R. Malzahn asked about the gardens in the back of the building (S. 31st St)
 - 1. C. Hall explained that the city/senior center is in partnership with the Foodwise Program for these gardens and they supply all everything that they need and we supply the space
 - a. The Southeast Asian Group maintains these and even received the 2023 Excellence in Extension Team Award.
- 8. Old Business
 - (a) Phones in the Senior Center rooms (*see March 13, 2023 minutes; A Brixius revisited November 2023*)
 - i. With the cooler weather Buildings and Grounds was able to take out phones and cover the holes
 - (b) A. Brixius would like the COA members to revisit their wish list compiled in July for the January 2024 meeting so that any restructuring/prioritizing of this list can be done (*re: November 13, 2023, A Brixius*)
 - i. Need a comprehensive plan
 - ii. Sound system in assembly
 - 1. C Hall to bring in the quotes we received the last time we looked into this
 - iii. Key fobs for doors
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 - a. J. Hudon suggested that as a short-term solution we look into changing some of the Home Delivered Meals spots on the side of the building, we change those to Handicap spots
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1. C Hall to find out who installed it and the total cost of the first railing
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 1. My Senior Center program
 - a. Fees
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 - i. Captures each program date, time, participants...as long as people scan their card or manually sign in
 2. M Michels reported that we are closer to getting the scanner we have working
 - a. Captures members...as long as they scan their card
 - (c) A. Brixis suggested COA look at doing a long-term strategic plan
 - i. C. Hall will reach out to consultants for quotes
9. New Business
 - (a) R. Malzahn requested more information regarding the Footcare program
 - i. Pat Nickels has a contract that started in 2016
 1. Senior center will honor this contract until Pat decides to no longer provide this service at the senior center
 - ii. Task Masters has a new contract starting in 2023
 1. At this time, this will be the contract the senior center will honor for Task Masters, and will use for any other footcare providers interested in providing this service to our city's senior population
 - (b) J. Kramer stated that the law says we must provide accommodations for everyone so we have a legal obligation to do that.
 - i. COA should look closer and try to remedy things that provide to everyone, like the second railing in the hallways, rather than the plants/gardens.
10. Adjourn – Next meeting March 11, 2024 at 1:30 pm
 - (a) Motion to approve: L. Kalista
 - (b) Second: R. Malzahn
 - (c) All in favor

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Dated this 11th day of January, 2024

Curt Hall
Park, Recreation & Sr. Center Division Manager

E-MAIL:

Clerk's Office
Mayor's Office
City Managers
Committee Members
PI Committee

Manitowoc Senior Center Financial Report

[illegible]

Manitowoc Senior Center Financial Report

[illegible]

Accounts Payable

Transactions by Account

User: mmichels
Printed: 02/20/2024 - 11:47AM
Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-529900	U S BANK	FarmWIReservationDeposit	02/05/2024	0	50.00	
		Vendor Subtotal:			50.00	
2841-51400-534300	MICHELLE L MICHEL	44 lbs. mixed nuts	12/29/2023	141894	220.00	
		Vendor Subtotal:			220.00	
2841-51400-539000	U S BANK	SCHolidayParty	12/29/2023	0	11.25	
2841-51400-539000	U S BANK	SCTripDinner	12/29/2023	0	1,537.00	
2841-51400-539000	U S BANK	SCHolidayParty	12/29/2023	0	20.00	
2841-51400-539000	U S BANK	SCShowTicket	12/29/2023	0	15.53	
2841-51400-539000	U S BANK	SCHolidayParty	12/29/2023	0	20.00	
2841-51400-539000	U S BANK	JelloShotCups	02/05/2024	0	15.88	
2841-51400-539000	U S BANK	Dart	02/05/2024	0	33.28	
		Vendor Subtotal:			1,652.94	
2841-51400-539000	REBECCA MARKVART	SCValentinePartyEntertainment	01/23/2024	142116	50.00	
		Vendor Subtotal:			50.00	
2841-51400-539435	JANICE J POST	GSDDec2023	12/29/2023	141902	22.56	
		Vendor Subtotal:			22.56	
2841-51400-539435	NAOMI GAUTHIER	GSDDec2023	12/29/2023	141858	20.99	
		Vendor Subtotal:			20.99	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	CAROL ZIGMUND	GSDec2024	12/29/2023	141931	48.74	
		Vendor Subtotal:			48.74	
2841-51400-539435	DARLA J SONNTAG	GSDec2023	12/29/2023	141913	25.27	
		Vendor Subtotal:			25.27	
2841-51400-539435	KIM KERCHESKE	GSDec2023	12/29/2023	141873	157.04	
2841-51400-539435	KIM KERCHESKE	GSJan2024	02/05/2024	142290	66.26	
		Vendor Subtotal:			223.30	
2841-51400-539435	JEANETTE R SMITH	GSJan2024	02/05/2024	142323	13.59	
		Vendor Subtotal:			13.59	
2841-51400-539435	JANET M PAUL	GSDec2023	12/29/2023	141898	292.86	
2841-51400-539435	JANET M PAUL	GSJan2024	02/05/2024	142310	204.13	
		Vendor Subtotal:			496.99	
2841-51400-539435	MARLYS SCHWANTZ	GSDec2023	12/29/2023	141907	89.35	
		Vendor Subtotal:			89.35	
2841-51400-539435	CHRISTINE POKORSKI	WatercolorSale	01/09/2024	141900	25.65	
		Vendor Subtotal:			25.65	
2841-51400-539435	SANDRA J KARLIN	GSDec2023	12/29/2023	141872	95.89	
2841-51400-539435	SANDRA J KARLIN	GSJan2024	02/05/2024	142289	17.10	
		Vendor Subtotal:			112.99	
2841-51400-539435	JEAN KNUITSON	GSDec2023	12/29/2023	141876	42.19	
2841-51400-539435	JEAN KNUITSON	GSJan2024	02/05/2024	142291	15.60	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435		Vendor Subtotal:			57.79	
2841-51400-539435	KAREN KOESER	GSDec2023	12/29/2023	141877	103.79	
	KAREN KOESER	GSJan2024	02/05/2024	142292	45.74	
		Vendor Subtotal:			149.53	
2841-51400-539435	KAREN J BERZINSKY	GSDec2023	12/29/2023	141838	13.09	
		Vendor Subtotal:			13.09	
2841-51400-539435	RUTH M MALZAHN	GSDec2023	12/29/2023	141883	36.82	
		Vendor Subtotal:			36.82	
2841-51400-539435	TARI GUNZEL	GSDec2023	12/29/2023	141862	68.14	
2841-51400-539435	TARI GUNZEL	GSJan2024	02/05/2024	142279	45.74	
		Vendor Subtotal:			113.88	
2841-51400-539435	ANNINA L WILSON	GSDec2023	12/29/2023	141922	35.65	
		Vendor Subtotal:			35.65	
2841-51400-539435	CAROL L BREY	GSDec2023	12/29/2023	141842	94.09	
		Vendor Subtotal:			94.09	
2841-51400-539435	LINDA LONDO	GSDec2023	12/29/2023	141881	138.31	
2841-51400-539435	LINDA LONDO	GSJan2024	02/05/2024	142296	100.04	
		Vendor Subtotal:			238.35	
2841-51400-539435	DOLORE P MCCARTHY	GSDec2023	12/29/2023	141892	48.06	
		Vendor Subtotal:			48.06	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	JUNE G PASCH	WatercolorSale	02/13/2024	142405	34.20	
			Vendor Subtotal:		34.20	
2841-51400-539435	DARLENE FARR	GSDec2023	12/29/2023	141852	34.75	
			Vendor Subtotal:		34.75	
			Subtotal for Fund: 2841		3,908.58	
			Report Total:		3,908.58	