

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

## **COA Meeting Minutes March 11, 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 1:33 pm by A. Brixius
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (January 2024)
  - (a) Revisions
    - i. 3.ii.
      1. Name spelled incorrectly: J. Hudan should be J. Hudon
    - ii. 5.d.ii.3.
      1. Revised to say: In regards to budgetary items, one alder expressed the need for costs and who will pay for the items.
    - iii. 8.b.v.a
      1. J. Hudon suggested that senior center funds should not be used for ADRC or other county/non-affiliated programs.
  - (b) Motion to approve with revisions: L. Kalista
  - (c) Second: R. Malzahn
  - (d) All in favor
4. Public Input
  - none
5. Chair Person's Report
  - (a) A. Brixius thanked staff for the nicely written thank you in the March Periscope for the volunteers and sponsors of the Valentine's Party. He also thanked the committee members that volunteered at this event.
  - (b) Note that all members terms end 06/01/24 except J. Hudon.
    - i. Please let A. Brixius know by the end of this meeting if you are looking to be reappointed or if you would like to relinquish after this term.
    - ii. C. Hall and A. Brixius will be taking these to City Council for reappointment approvals
  - (c) A. Brixius attending the February 7, 2024 and March 6, 2024 DPI meeting.
  - (d) Suggestion Box: Recommend that the ADRC car not park in the member parking spot.
    - i. It was noted that the car is parked in a spot reserved for Home Delivered Meals
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 – Nunsense
  - 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
- 7. L. Kalista asked how the price of trips is determined.
  - a. C. Hall explained that it's based on the overall price which includes transportation, meals, shows, tours, etc for 30 participants. Some trips may bring money in, others may end up losing money – based on participation.
    - i. All monies in and out for trips is from the senior center fundraising account.
- 8. R. Malzahn asked why sometimes staff goes on trips and sometimes it's a volunteer escort.
  - a. C. Hall explained that first and foremost it's to provide the highest quality experience to the participants.
    - i. A few items that factor in the escort choice include:
      - 1. The frequency of stops (how often the escort is calling places ahead and then getting everyone on and off the bus at each stop)
      - 2. If there is something that needs to be paid (with the city credit card) at any of the stops.
      - 3. If tickets (ie: Brewer Game) need to be dispersed on the bus and the we need to keep partners/groups seated together.
- ii. Fundraiser
  - 1. Health Fair – May 8, 2024
  - 2. Rummage Sale and Fry Out – June 27, 2024
    - a. A. Brixius asked the committee that if they are available to sign up with Tari (office) to volunteer for food service
  - 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

2. A. Brixius asked the committee that if they are available to sign up with Tari (office) to volunteer for food service
      - f. Open House – September 26, 2024
        - i. A. Brixius would like to have the senior center consider inviting outreach programs to the Open House
          1. M. Michels made reminder that the Open House is short, 20-minute time slots to showcase what the senior center offers, not an event with booths or tables
      - g. Holiday Party – December 20, 2024
7. Financial Report
  - (a) A. Brixius inquired about the increase in memberships in October 2023
    - i. C. Hall suggested maybe due to the indoor Pickleball season starting.
    - ii. M. Michels suggested maybe due to hiring more fitness instructors and offering more classes.
  - (b) A. Brixius inquired about the increase in memberships in January 2024.
    - i. C. Hall discussed changes
      1. Staff being more diligent watching for people to sign in
        - a. Sending reminders to those that are participating but expired or have never been a member
      2. The updated Senior Center Handbook with more specific outlines for programs and policies.
      3. Offering new and more programming
      4. Offering more trips that people are signing up for
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
      1. C. Hall reported:
        - a. He has reached out to other senior centers, and had a good conversation with Sheboygan
          - i. Decided to build a new facility rather than renovate their existing building.
          - ii. They have increased their membership from around 700 to 1400.
            1. Curt noted that we already have the 1400 memberships
          - iii. Rebranded by changed their name to Uptown Social (for active adults) and getting away for them “Senior Center” wording
          - iv. C. Hall suggested we should start by looking at making some upgrades
      2. A. Brixius noted that to get a consultant and a master plan would be money that would have to come out of the capital funds, not the senior center’s fundraising budget
    - ii. Sound system in assembly
      1. C Hall brought in the quote from 2022 at \$4,957.39 for audio visual upgrades in the center assembly.
        - a. Discussion about how necessary this is at this time.
          - i. Movies have moved to the music room as they have a small number of participants and it’s a quieter, more cozy room for this.

- ii. Instructors could blue tooth in but many bring their own speakers and headsets.
    - iii. Entertainment may use it but again, most, if not all, bring their own sound systems now.
  - b. J. Hudon expressed that this should be a part of the comprehensive plan
- 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
      - i. C. Hall spoke with the city engineer and building & grounds about moving the 3 employee spots to the end, moving 3 of the home delivered meal spots down to where the employee spots were and changing the 3 home delivered spots to handicap parking. He also spoke to the ADRC and they don't see a problem with this.
        - 1. C. Hall explained that there will be some costs for this including the making of the new signage and moving existing signs
      - ii. L. Kalista asked if there was a difference for handicap spots in reference to how far away they can be and how wide
        - 1. C. Hall explained that there is a formula for both of those types of spot and we are well within (maybe even over) those requirements.
      - iii. J. Hudon made a motion to investigate the costs and sources of payment with the intention to move 3 spots.
        - 1. Second: R. Malzahn
        - 2. All in favor
- v. Room Reassign/Storage
  - 1. ADRC and Senior Center office
  - 2. Capital Budget
    - a. J. Hudon suggested that senior center funds not be allocated for county or other non-affiliated programs
      - 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
    - b. A. Brixius met with the ADRC about their meals
      - i. There is an average of 50 congregate meals per week
      - ii. There is an average of 140-160 meals delivered to homes per day in the city of Manitowoc
      - iii. There is an average of 300 meals delivered to homes per day in the county of Manitowoc
    - c. C. Hall explained that he talked with the ADRC about this and this could take place at a much lesser expense than originally suggested.
      - i. The ADRC office would move to the west side maintenance storage room off of the rec room.

1. The ADRC feels it's sufficient the way it is, no need to knock out any walls or add doorways.
2. Maintenance supplies can be moved to the rooms they have on the south side of the rec room.
3. Building and Grounds would have to remove the shelving from the room and paint.
4. ADRC is responsible for their IT items (computer, printer, phone)
- ii. C. Hall noted that staff is supportive of this move and is moving forward using funds from the fundraising account.
- iii. Discussion:
  1. J. Hudon expressed that some of the money should come from the recreation budget and that we should use equipment and office furniture from other areas of the city that are not using them.
    - a. C. Hall assured her that staff is consistently repurposing whatever they can before anything is purchased.
  2. J. Kramer asked about the rooms that the ADRC uses.
    - a. Kitchen, Coffee Shop for congregate meals, closet across from the kitchen, office within the recreation/senior center office
  3. C. Hall will bring the contract with the ADRC to the next meeting.
  4. C. Hall discussed other options for meal program with the ADRC but the sheriff's department will not work out due to their building security and accessibility protocols.
  5. The ADRC would like to strengthen their partnership with the senior center and increase the congregate program.
    - a. Advertising and marketing are the ADRC's responsibility
    - b. The senior center has offered:
      - i. Add the menu back into the newsletter for the cost of adding pages to the newsletter or printing menu's they could have volunteers stuff them into the newsletters before we put them out.
      - ii. Hanging posters they give us on the community bulletin board.
    - c. Senior Center staff also promotes the congregate program when giving building tours.

- d. Senior Center staff also relays any feedback about the meal program to the ADRC
    - 6. C. Hall and A. Brixius expressed the Committee on Aging as a whole is a committee for the aging community and to work with community programs, such as the ADRC meal program.
  - 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
      - a. C. Hall reported that the first railing was installed in 2018 with materials costing \$3000.00 (staff did the installation).
      - b. A second railing on the opposite side was not installed as there are too many breaks (doorways) on that side and most people needing a railing wouldn't use that side.
      - c. Cost would be more due to rising material costs and the need for more "returns" for each railing at the breaks being the most expensive of the materials needed.
    - 2. It was determined this is not needed.
  - 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 which means members should be coming past the front desk (where the scanner will be located) as they should be now, for signing in.
        - i. M. Michels reported that IT said should be coming this week or next to get everything installed and then we can start a trial run of how this will work, re-iterating that it's only as good as the people that follow the rules/policies and come to the desk and scan their cards.
9. New Business
- (a) L. Kalista stated the need for someone to do phone/computer training to individual's specific models
    - i. M. Michels noted that this is extremely hard to get anyone interested as she has been trying for many years. Manitowoc Senior Center was lucky that they did have a volunteer that did this for a long time but that person has since retired from doing this.
    - ii. Staff will put an ad in the Periscope
  - (b) J. Kramer suggested that COA meet every month rather than every other month.
    - i. After discussions it was decided to keep the schedule as it is.
  - (c) J. Hudon asked for the Holiday Fair 2023 final costs and profits.
    - i. M. Michels handed this out to everyone in attendance
10. Adjourn – Next meeting May 13, 2024 at 1:30 pm
- (a) Motion to adjourn: J. Hudon
  - (b) Second: L. Kalista

(c) All in favor

i. Meeting adjourned at 3:08 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 15<sup>th</sup> day of March, 2024

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Curt Hall  
Park, Recreation & Sr. Center Division Manager

**E-MAIL:**

Clerk's Office

Mayor's Office

City Managers

Committee Members

PI Committee