

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

COA Meeting Minutes May 13, 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, A. Chizek, C Hall (Staff), M Michels (Staff)

Excused: L Kalista

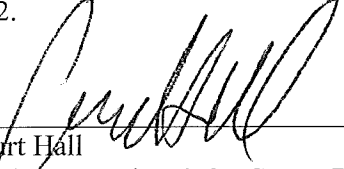
1. Meeting called to order at 1:32 pm by A. Brixius
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (March 2024)
 - (a) Motion to approve: R. Malzahn
 - (b) Second: M. Schultz
 - (c) All in favor
4. Public Input
 - none
5. Chair Person's Report
 - (a) Noted that if anyone is looking for technology assistance, the ADRC offers "Sip and Swipe" sessions. Contact them or there usually a flyer on the Senior Center community bulletin board advertising these.
 - (b) Thanked staff for the nicely written thank you in the April Periscope for the volunteers and sponsors of the Pot Luck and also in the May Periscope for the Spring Fling. He also thanked the committee members that have and continue to volunteer at these events.
 - (c) Also thanked staff for advertizing and inviting members to the COA meeting.
 - (d) Attended the DPI meeting on April 3.
 - (e) Attended the Common Council meeting on April 15
 - i. Alderperson Michael Cummings is a strong supporter of COA and the Senior Center
 - (f) Spoke with Courtney from the ADRC to thank them for working with us and letting her know that the COA supports their efforts.
 - i. Michelle noted that Courtney's last day with the ADRC would be May 17th so we will be seeing some new people once they get someone hired in her place.
 - (g) Suggestion Box: none
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. 24 enrolled but we still went
 - b. Due to the low enrollment, a volunteer escort went on this trip
 3. May 9, 2024: Brewer Game
 - a. 35 enrolled
 - b. Tari will escort

- c. Staff has discussed and due to low enrollment a few years in a row, we will not do a Brewer game next year. We have to purchase all of the tickets in advance.
 - 4. June 6, 2024: Fireside – Nonsense
 - a. Full with a wait list
 - b. Volunteer will escort
 - 5. July 23, 2024: Chicago
 - a. Full with a wait list
 - b. Michelle will escort
 - 6. September 9-12: Arc, Creation Station, Franklin Park
 - a. 15 enrolled
 - b. Michelle will escort
 - i. City Council has approved
- ii. Fundraisers
 - 1. Health Fair – May 8, 2024
 - a. 148 door prize tickets
 - b. 44 vendors + 2 that advertised in the vendor booklet only
 - c. 21 door prizes supplied by the vendors
 - d. 9 volunteers
 - i. \$3500 profit
 - 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. Leap Year – February 29, 2024
 - i. Refreshments, games, and bingo
 - ii. No registration needed
 - 1. About 12-15 people participated but there was a snow storm so that's more than staff expected to see.
 - 2. Everyone had fun make frog treats and playing trivia.
 - b. St Pat's – March 15, 2024
 - i. Pot Luck lunch and entertainment
 - ii. No registration needed, just bring a dish
 - 1. Good turnout
 - 2. Gabriel Insurance sponsored the entertainment and the treats volunteers put together for all of the participants
 - c. Spring Fling – April 12, 2024
 - i. Entertainment and fry-out
 - 1. Nice turnout, very busy in the beginning.
 - 2. HME Home Medical sponsored the entertainment
 - d. Open House – September 26, 2024
- (b) Questions, Comments and Concerns on Senior Center Report
 - i. none
- 7. Financial Report
- 8. Old Business
 - (a) Wish List *(re: January 8, 2024: A Brixius)*
 - i. Handicap Parking
 - 1. C. Hall reported the cost to update all of the signs at this time would be \$1202.06 + cost of paint + labor

- a. This is from the Senior Center budget, not Building & Grounds
 - b. The number of spots we currently have does meet the requirements for our building
 - c. If we move spots to create more handicap spots, these will not be up to code due to the slope these spots would be at.
 - d. Recommendation is to make new spots to the west and in order to be to code, for 2 spots, we would need 45' of black top costing \$8,000-\$10,000
 2. J. Hudon asked for handicap spots in the main parking lot along the building
 - a. Discussion
 - i. Is this a fire lane?
 - ii. Parking lot would have to be reconfigured
 - iii. Enough space for handicap code spots
 - b. Discussion again about the back door entry by the kitchen for handicap
 - i. C. Hall reported that the fire department was in the building to inspect and this door:
 1. Is not a guest entry
 2. Is not fully ADA
 3. Does not have the proper mechanics on the swing arm for a guest entry
 4. Hall to this door has too many hazards for guest entry
 - c. A. Brixius made a motion to put this into the long term, strategic plan/capital improvements
 - i. Second: A. Chizek
 - ii. All in favor
 - ii. Card reader
 1. Up and running in April and working nicely.
 - iii. Room Reassign/Storage
 1. ADRC office has been moved to across from the kitchen
 2. Recreation Team Leader has been moved into the private office with the rec office
 - a. C. Hall noted that expenses were fairly limited on our end. The ADRC was helpful and very cooperative.
 - iv. Strategic Plan
 1. Nothing new until the capital budget
9. New Business
 - (a) J. Hudon suggested that we request to have the outdoor parking signs (see 8.a.i.1) added to the Senior Center operations budget at budget time
 - (b) J. Hudon reported that there is a weaver who is blind and requires help. Ruth Malzahn along with other member spend a lot of time giving her assistance. Since this is taking a lot of time, Ruth is not taking any new weavers at this time.
 - (c) COA members requested more information about budgets
 - i. C. Hall will present more information at the July meeting and will invite Dan Koski, Director of Public Infrastructure and Shawn Alfred, Finance Director/Treasurer
10. Adjourn – Next meeting July 8, 2024 at 1:30 pm
 - (a) Motion to adjourn: J. Hudon
 - (b) Second: R. Malzahn
 - (c) All in favor
 - i. Meeting adjourned at 2:53 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 22nd day of March, 2024



Curt Hall
Park, Recreation & Sr. Center Division Manager

E-MAIL:

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