

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

**COA Meeting Minutes November 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, A. Chizek, M Michels (Staff)

Excused: C Hall (Staff)

Absent: L Kalista

1. Meeting called to order at 1:34 pm by A. Brixius
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (July 2024)
  - (a) Motion to approve: D. Bonk
  - (b) Second: J. Hudon
  - (c) All in favor
4. Public Input
  - none
5. Chair Person's Report
  - (a) Thank you to staff for putting the following in the newsletter
    - i. October
      1. Thank you to volunteers for helping with the Open House
      2. Thank you to volunteers for helping with the End of Summer Party and a special shout out to all the help from the COA committee
      3. Kentucky trip pictures
    - ii. November
      1. 13 new members from the Southeast Asian group
      2. WI Delss trip pictures
      3. COA meeting announcement (thank you for the publicity)
  - (b) Attended the DPI meetings June 4, Aug 7, and Oct 2
    - i. Encourages all members to attend
    - ii. Meetings are held the 1<sup>st</sup> Wednesday of the month at 5:30 pm
  - (c) Suggestion Box:
    - i. A Brixius pulls these each month.
      1. If he can handle alone (with Curt's approval) he does so
    - ii. In July there was a suggestion about the gift shoppe
      1. A Brixius met with Janet Paul, who heads the gift shoppe, on July 15, 2024 to discuss the concerns. (see attached)
    - iii. Recent suggestion: Volunteers should not wear anything political
      1. It was known who had on political attire and they will not do this in the future
6. Sr. Center Staff Report
  - (a) Current Programs and Schedule updates
    - i. Trips
      1. July 23, 2024: Chicago
        - a. Full with a wait list
        - b. Michelle will escort
      2. September 9-12: Arc, Creation Station, Franklin Park

- a. 27 enrolled at time of agenda – up to around 40 at the time of the meeting
      - b. Michelle will escort
        - i. City Council has approved
    - 3. October 10: WI Dells Tours
      - a. Will be releasing on flyers and in the August newsletter
    - 4. November 19: Clauson Christmas Show
      - a. 38/52 enrolled as of 10/14/24
      - b. Volunteer will escort
    - 5. December 12: Christmas Stars show
      - a. 51/51 enrolled as of 10/14/24
      - b. Volunteer will escort
    - 6. Michelle and Tari working on the 2025 trips
  - ii. Fundraisers
    - 1. Holiday Fair – November 2, 2024
      - a. M Michels handed out the profit sheets along with other information for that day (see attachment B)
    - 2. Michelle and Tari working on 2025 Fundraisers
  - iii. Special Events
    - 1. 2024
      - a. Open House – September 26, 2024
        - i. A lot of people in and out all morning.
          - 1. Michelle, Tari and Elena all gave multiple tours.
          - 2. 3 new memberships but others took the forms and we have seen many come back and sign up.
        - ii. \$680 fry-out
          - 1. A lot was left over from the Rummage Sale fry-out and/or donated from MFAC since the Family Pool Party got rained out twice and it was cold for the Adult Pool Party
          - 2. Includes a \$250 sponsorship
        - iii. \$260 raffles
      - b. Holiday Party – December 20, 2024
    - 2. Michelle and Tari working on 2025 Special Events
- (b) Questions, Comments and Concerns on Senior Center Report
  - i. None
7. COA Organization
8. Financial Report
  - (a) No concerns or questions
9. Old Business
  - (a) none
10. New Business
  - (a) Budget meeting with city leadership (Mayor Justin Nickels and Director of Public Infrastructure Dan Koski were present)
    - i. The 2025 budget for large ticket items has been set
      - 1. Requests must be compiled by July
      - 2. Large items regarding building or building grounds should be requested by May
        - a. This item or list of items can be given to C. Hall and he brings them to Dan K and/or the PI meetings.
          - i. Dan shared that all items on the COA “wish list” that are under \$25k are on his “Attachment A – Items to be considered by the mayor” in the beginning of the DPI budget book

- ii. Anything over \$25k is on the list for capital improvements
- ii. J Hudon stated that the Senior Center gets forgotten about and there should be an alderperson on the committee
  - 1. Mayor Nickels agreed and will look into this
    - a. Many of them alders work during the day, but there may be a few retired that could sit it in the COA meetings
- iii. J Hudon would like improved parking/more handicap spots
  - 1. This was discussed in previous COA meetings and she thought that signage would be moved to create more spots but that didn't happen due to the slope in the parking spots not being up to code for a handicap spot.
    - a. M Michels noted that currently we have more handicap spots than needed to comply with code and the spots we have all do comply with code per C Hall when he did research on this
  - 2. There are building improvements that should be completed
    - a. Mayor Nickels explained that there are 35 buildings and if you include all the facilities (including park restrooms) there are 101 facilities on a priority list for city council to look at
      - i. There are a lot of needs, not enough resources
- iv. There is a recommended list for Capital Improvements and these get ranked
  - 1. Dan K stated that at this time the DPI needs alone are at \$35 million.
  - 2. All departments, including the Police Department and the Fire Department, needs are ranked on this list based on what is most important for the city as a whole
- v. Mayor Nickels noted that other buildings may get help from outside groups or grants
  - 1. For example: The Rahr has received help from the Rahr-West Foundation
    - a. J Hudon asked if we could get a grant for handicap parking
      - i. Dan K noted there has to be a grant available for the specific need and that all municipalities, cities, etc are applying for the same, one grant.
- vi. Mayor Nickels noted that all of the city money (except donations or grants) comes from property taxes so if it's not budgeted, then taxes would have to go up
- vii. J Hudon would like to see small improvements:
  - 1. New parking signs (with spots moved to handicap rather than for ADRC)
  - 2. Emergency communication in the building
  - 3. She also noted that the bathrooms have old sinks (maybe even the original to the building) and 3 different kinds of soap dispensers hanging from all of the changes throughout the years
- viii. Dan K discussed that the building security is a concern also and the key fab request is on the list. The senior center is one of the only building that still has an unlocked, back door entrance so that could change to just front door access.
- ix. A Brixius noted that we need a strategic plan, as we have discussed in previous COA meetings
- x. R Malzahn said she and others are worried this will be a rec center and not a senior center
  - 1. Mayor Nickels assured her that the Senior Center will not be closing
  - 2. A Brixius noted that other cities have changed their Senior Center names from senior center to community centers but they are still senior centers

- xi. Mayor Nickels stated that the Senior Center is not forgotten, it just depends on where the needs land on the priority list.
- xii. Mayor Nickels suggested ways for everyone to get involved
  - 1. Write a letter!
    - a. To your alder
    - b. To the chair of the Committee of the Whole
    - c. To the mayor
  - 2. Attend committee meetings
  - 3. Talk to your alders
- xiii. J Kramer stated that the city should do something and not wait for a lawsuit to make things happen (i.e. handicap parking)
  - 1. Mayor Nickels expressed this is a struggle – to make EVERY building in the city ADA compliant and the city is working on getting all of the building ADA compliant (all 101 of the buildings).
    - a. The Senior Center and the handicap parking at the Senior Center is up to code for ADA compliance.
- (b) D Bonk asked if anyone can come and meet with other members at the Senior Center, for like a birthday party
  - i. M Michels said members can meet at the Senior Center and there are groups that do but for things like birthday parties that might have to be considered a rental.
  - ii. D Bonk noted that the Red Hatters meet and celebrate birthdays
  - iii. A Brixius noted that many of our regularly scheduled groups/activities do the same at their regularly scheduled day/time.
- 11. Adjourn – Next meeting January 13, 2025 at 1:30 pm
  - (a) Motion to adjourn: R. Malzahn
  - (b) Second: M. Schultz
  - (c) All in favor
    - i. Meeting adjourned at 2:55 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 16<sup>th</sup> day of July, 2024

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Dan Koski  
Director of Public Infrastructure

**E-MAIL:**

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

## ATTACHMENT A

### SUGGESTIONS FOR COA REGARDING THE GIFT SHOPPE

Items for sale in the Gift Shoppe should follow the same guidelines the Senior Center uses for displays which states items will remain on display for 6 months. Each Gift Shoppe member should put a date on the price tag indicating when the item should be removed. People don't want to return to the Gift Shoppe if they see the same things every time they come to shop

- There are way too many afghans for sale. There should be a limit to how many afghans a member can have in the Gift Shoppe, i.e. 2 per member would be plenty.
- Hats, scarves & mittens should be removed by April 1 and can be put back for sale after Labor Day.
- Seasonal items should only be sold during the season.
- Holiday items should be put out no more than 4 weeks before the holiday and should be removed within 5 days of the holiday.
  - Valentine's Day
  - St Patrick's Day
  - Easter
  - Halloween
  - Thanksgiving
- Christmas items can be for sale right after the Holiday Fair and be removed within 10 days after Christmas

### RESPONSES PER AL FROM JANET AND/OR COA DISCUSSION

- Gift Shoppe started like any other group within the Senior Center (watercolor, weavers, woodcarvers, etc.), for a group of crafters to spend their time creating and then selling the crafts.
  - Sellers will just put a new tag with a new date on and still keep their items out
- Janet stated that she already does do most of what was suggested
- Amount of afghans has been reduced
  - COA members agreed that this needed to be done
- Regarding holiday items, Janet stated that she keeps items out for about 1 week after the holiday
- In regards to Christmas and the Holiday Fair, Janet says she does this
- In regards to hats, scarves, & mittens, they do sell in the summer (people shopping early for the holiday and that may be the only items that the crafter has to sell)
- May loose crafters and their products as well as volunteers
- With the additions of the recreation division to the Senior Center, Janet has noticed an increase in younger shoppers stopping in to the Gift Shoppe
  - COA would like to see the items from the crafters, weavers, and donations more front and center since those items are 100% profit to the Senior Center
  - Could limit the amount of items any one crafter has in the Shoppe

A Brixius stated that Janet will continue to do things as she has been

# HOLIDAY FAIR TOTALS

## Sr Center 2023 paid out 2023

Gift Shoppe	\$301.25	\$2,711.21
Donations	\$151.00	
Weavers	\$326.33	
Crafters	\$598.50	
Watercolor	\$5.04	\$45.32
Raffles	\$1,939.00	
Books, Puzzle	\$214.25	
Lunch	\$355.00	
Bake Sale	\$463.00	

\$4,353.37  
 -\$15.90 lunch expenses  
 -\$520.00 WOMT advertising  
 -\$77.00 banners and numbers for signs  
-\$43.99 cellophane for raffle baskets  
**\$3,696.48 total profit to the Senior Center**

241 Door Prize slips were turned in  
 VOLUNTEERS 39 free drinks tickets were used by the over

## LUNCH

\$355.00  
 -\$24.50 tips  
-\$15.90 hot dog buns  
 \$314.60  
 -\$126.00 cost of donated MFAC items  
-\$46.46 donated KT card for soda  
 \$142.14

ATTACHMENT B

## ALL TOTALS ARE AFTER TAX

### Sr Center 2024 paid out 2024 after tax

\$441.79	notes
\$50.00	\$2,291.08 2023 was 10%, 2024 was 15%
\$291.20	incl booth and GS sales
\$617.16	incl booth and GS sales
\$21.36	\$121.14 2023 was 10%, 2024 was 15%
\$1,990.00	voting for pres day helped!!
\$155.05	
\$328.75	
\$430.00	

\$4,325.31  
 -\$140.08 lunch expenses  
 -\$520.00 WOMT advertising

**\$3,665.23 total profit to the Senior Center**

no door prize  
 received 1 raffle ticket each

\$328.75 total cash in (includes tips)  
-\$140.08 expenses (buns, soda, relish, chips, water)  
 \$188.67  
-\$143.54 cost of MFAC/SC donated food items  
 \$45.13

LUNCH

pizza slice	50	\$1.50	\$75.00		44	\$1.50	\$66.00
soda	34	\$2.00	\$68.00 +32 free coupons=\$64		32	\$2.00	\$64.00
water	18	\$1.00	\$18.00 +4 free coupons=\$4		13	\$1.00	\$13.00
hot dog	78	\$1.50	\$117.00		69	\$1.50	\$103.50
chips	24	\$1.00	\$24.00		25	\$1.50	\$37.50
candy	12	\$1.00	\$12.00				
go-gurt	1	\$1.00	\$1.00				
lg coffee	8	\$1.00	\$8.00 + 3 free coupons=\$3		19	\$1.00	\$19.00
small coffee	8	\$0.50	\$4.00		8	\$0.50	\$4.00
cotton candy	2	\$1.50	\$3.00				
gatorade	--				8	\$1.00	\$8.00

items already costed out to other events or donated

hot dogs  
buns  
pizza  
sandwich wrap  
ketchup  
mustard  
some soda  
paper plates  
forks and knives  
sour cream chips  
gatorade  
coffee  
coffee cups and lids  
sugar  
Equal  
cream  
stir sticks  
gloves, large and medium  
napkins  
raffle tickets  
name tags  
cash envelopes

items for bake sale (baggies, plates, etc)  
various other kitchen utensils and supplies  
ALL kids craft items  
ADRC warmer  
ADRC fridge  
ADRC freezer

THANK YOU TO PAT PROVOT  
THANK YOU TO ADRC  
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