

**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 10, 2025 at 1:30 o'clock P.M.** at Manitowoc Senior Center Classroom, 3330 Custer Street, Manitowoc, Wisconsin.

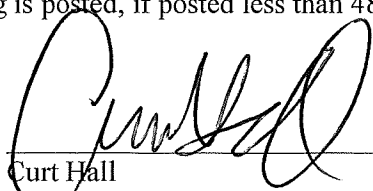
As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

1. Call meeting to order
2. Pledge of Allegiance
3. Discussion and approval of minutes of previous meeting (January 2025)
4. Public Input
5. Chair Person's Report
6. ADRC Report by Wendy Hutterer
7. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips (completed)
 1. No trip in January
 - ii. Trips (advertised)
 1. February 20: Back In The Building – Elvis show at Fireside
 - a. Volunteer Escort
 - b. Only 27 signed up
 - c. Was able to sell back unused tickets and get a smaller bus for less money.
 - i. Not planning any other Fireside trips (besides the one in April) since they have low enrollment
 1. Low enrollment due to
 - a. Two Rivers goes for less because their Friends of the TRSC pay for a portion
 - b. Pair-A-Dice bus company goes for less because he doesn't have to upcharge himself for the bus.
 2. March 14: An Evening Out with the Ladies of County – Altona Supper Club and then show at Weill Center
 - a. Volunteer Escort
 - b. 31/50 enrolled as of 02/17/25
 3. April 18: Murder on the Orient Express – Fireside
 - a. Volunteer Escort
 - b. 14/50 enrolled as of 02/17/25
 4. May 20: A Day in IL – All about the Sanfilippo's
 - a. Michelle to escort
 - b. 14/50 enrolled as of 02/17/25
 5. June 12: Old Time Rock 'n Roll – Riverside Ballroom
 - a. Volunteer Escort
 - b. 19/50 enrolled as of 02/17/25
 - iii. Fundraisers (in the works)
 1. May 14: Health Fair
 - a. Registrations for vendors has been mailed and emailed
 - b. All 4 sponsor opportunities have been taken
 - c. Many applications coming in
 - d. Tari has volunteer spreadsheet for people to start signing up
 2. June 26: Rummage Sale and Fry Out
 3. September 25: Open House and Fry Out
 4. October 16: Chili Fundraiser

5. November 1: Craft Fair (formerly the Holiday Fair)
- iv. Special Events (completed)
 1. January 10: Bingo & Buffet
 - a. 68 participants + 17 volunteers (before, during, after event)
 2. February 14: Valentine's Party
 - a. 39 participants + 15 volunteers (before, during, after event)
- v. Special Events (upcoming)
 1. March 17: St. Patrick's Day Party
 2. April 15: Meet the Staff Trivia and Buffet
- (b) Continue to invite people/businesses to give educational and informational presentations
 - i. Open to the public
- (c) Questions, Comments and Concerns on Senior Center Report
8. Financial Report
9. Old Business
 - (a) Long term strategic plan (*ongoing since January 10, 2024*)
 - (b) Handicap Spots (*ongoing since January 10, 2024*)
 - i. C Hall feels we should invest in adding 3 spots to the south entrance area. (*re: January 13, 2025*)
 1. B Hutterer stated that the city could do the work to keep some costs down.
 - a. B Hutterer will complete a cost analysis for the work, signs, etc and bring it to the March meeting.
 - (c) Gift Shoppe cash security concern (*re: January 13, 2024 R Malzahn*)
 - i. Senior Center staff has provided a separate morning and afternoon til for the Gift Shoppe.
 - (d) Revisit the Volunteer Recognition Policy (*A Brixius*)
 - i. From the January 9, 2023 minutes (8.e):
 1. Volunteer Recognition Policy (*A Brixius*)
 - a. Decided at the policy meeting that this should not be a policy or even a part of the manual
 - b. No ideal way to capture volunteer hours and decide who should be invited
 - i. There is a volunteer sign in binder but most volunteers do not enter their time in this
 - ii. Input that most people volunteer because they want to and it makes them feel good.
 - c. A Brixius noted that in the definition of volunteer it states that a volunteer gives time without the need for recognition
 - d. There have been Senior Center recognition dinners in the past but these get paid for from the fundraising account, therefore the volunteers work the fundraisers to pay for their dinner, entertainment, prizes, etc. Plus, volunteers are needed to work the volunteer dinner. Just these two things don't seem to make much sense.
10. New Business
11. Adjourn – Next meeting May 12, 2025 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 19th day of February 2025


 Curt Hall
 Parks and Recreation 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 13, 2025

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, L Kalista, R Malzahn, M. Schultz, A. Chizek, C Hall (Staff), M Michels (Staff)

Others Present: Justin Nickels (Mayor), Billy Hutterer (Operations Manager-Streets & Sanitation, Cemetery, and Forestry)

Excused: J Kramer,

Absent:

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 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) Met with Janet from the Gift Shoppe to go over the COA discussion from the suggestion in the gift shoppe (*see November minutes for discussion notes*)
 - (b) DPI meetings
 - i. Unable to attend the December due to inclement weather.
 - ii. January's meeting was cancelled due to the holiday.
 1. Encourages all members to attend
 2. Meetings are held the 1st Wednesday of the month at 5:30 pm
 - (c) Thank you to staff for putting the following in the newsletter
 1. Health Fair volunteer thank you
 2. Extra ad promoting the COA meeting and that it's open for anyone to attend
 - (d) Thanked all the COA members that helped with the Holiday Party and the Bingo & Buffet event.
 - i. Both went over very well
 - ii. Noted that people are starting to recognize and comment on the same volunteers, giving COA recognition.
 - (e) Suggestion Box:
 - i. A Brixius pulls these each month.
 1. If he can handle alone (with Curt's approval) he does so
 - ii. Suggestion/Letter in the suggestion box that the senior center building doesn't have senior center staff and is no longer a senior center.
 1. The Senior Center falls under the Recreation Department (as stated on page 2 of the newsletter).
 - a. Departments are set by the City to be the most effective and efficient as possible.
 2. The new Senior Center manual was just released in 2024.

- a. And ad-hoc committee was formed and worked on this for a couple of years. They met with every group, class, etc while updated the manual.
 - b. There was an ad in multiple newsletters and on social media that the new manual was available for pick-up at the office or it could be emailed to you upon request. It is also on the city website.
 3. All Senior Center fundraising funds go to the Senior Center special account which is for Senior Center enhancements, upgrades, supplies. These are approved by COA, staff, and or DPI/City Council.
 - a. Examples of purchases include
 - i. tables and chairs (requested by the Senior Center card groups)
 - ii. Nesco's, coffee pots, coolers (requested by volunteers for Senior Center events)
 - iii. construction paper, drawing paper, weaving thread (requested by Senior Center groups)
 4. Recreation is separate programming from the Senior Center.
 5. Staff in the office at the Senior Center is Parks & Recreation Department Staff that all help with Senior Center, Recreation, Lincoln Park Zoo, and the Manitowoc Family Aquatic Center.
 - a. The city's Park Planner is also located in the office at the Senior Center.
 6. Periscope is a Senior Center newsletter. A Brixius did a comparison of a 2019 newsletter to a current newsletter
 - a. Much more Senior Center information and better use of space in the current newsletter
 - i. More things are happening at the Senior Center that are being advertised including: special events, fundraising events, trips, presentations, outreach programs, activities, exercise and wellness, etc
6. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips (completed)
 1. November 19: Clauson Christmas Show
 - a. 40/50 participants
 2. December 12: Christmas Stars show
 - a. 51/51 participants
 - b. A LOT of great feedback
 - c. Will plan for 2025 again
 - ii. Trips (advertised)
 1. February 20: Back In The Building – Elvis show at Fireside
 - a. Volunteer Escort
 - b. 26/50 registered as of this morning
 2. March 14: An Evening Out with the Ladies of County – Altona Supper Club and then show at Weill Center
 - a. Volunteer Escort
 - b. 22/50 registered as of this morning
 3. April 18: Murder on the Orient Express – Fireside
 - a. ~~Volunteer Escort~~ Tari to escort
 - b. 5/50 registered as of this morning
 4. May 20: A Day in IL – All about the Sanfilippo's
 - a. Michelle to escort
 - b. 7/50 registered as of this morning
 - iii. Fundraisers (in the works)

1. May 14: Health Fair
 - a. Letters and registrations have been mailed and emailed
2. ~~June 26~~: Rummage Sale and Fry Out
 - a. CHANGED TO JULY 10
3. September 25: Open House and Fry Out
4. October 16: Chili Fundraiser
5. November 1: Craft Fair (formerly the Holiday Fair)
- iv. Special Events (advertised)
 1. January 10: Bingo & Buffet
 - a. Went very well – many good comments
 - b. Had 67 people signed up and probably could have had 30-50 more due to people calling after the registration date (and we left it open longer than we usually do for these) even up to the day of the event
 - i. If you hear anyone talking about a party, event, or trip – please remind them to be mindful of the pre-register by date always listed on the flyers/posters
 2. February 14: Valentine's Party

Talk to Tari about signing up to volunteer
 3. March 17: St Patrick's Day Party

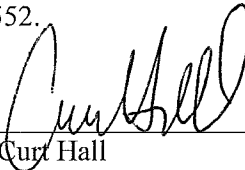
Talk to Tari about signing up to volunteer
- (b) Continue to invite people/businesses to give educational and informational presentations
 - i. Open to the public
- (c) Class cancellations
 - i. Notify the office as soon as you know.
 1. Staff will put it in the newsletter, social media, and/or signs on the doors.
- (d) Scanner
 - i. Habit for many members, but still a lot not using it so we aren't capturing how many people are really using the building
 1. COA members encourage others to get in the habit of scanning in
- (e) COA Spotlight
 - i. Highlight a COA board member in newsletters
 1. All in favor
 2. As room permits
 3. Staff will reach out to get pictures and information for a brief spotlight.
- (f) Questions, Comments and Concerns on Senior Center Report
 - i. 6.iii: D Bonk suggested advertising all these dates in the newsletter
 1. M Michels explained that posters with full information are hung on the bulletin boards, posted on social media, and put in the newsletter when all of the information is obtained and people can start registering.
 - ii. 6.iv: L Kalista said that she thought the entertainment before the food went better than food first.
 1. Staff will look at this for future events not yet advertised
 - iii. 6.d: A Brixius suggested a permanent sign for on the pillar when you come through the entrance
 1. Staff will make signs for the pillar and the front and back doors
7. Financial Report
 - (a) No concerns or questions
8. Old Business
 - (a) Handicap parking issues with Mayor Nickels (*re: November 2024: Budget meeting*)
 - i. New signage
 - ii. New parking spots

1. Discussion with the J Nickels and B Hutterer
 - a. City has been looking into this
 - b. Building security is a bigger priority and if the “back” public access doors are locked, will extra handicap (or any) be needed in this area
 - c. Looking at low cost options:
 - i. Paint in extra stalls in the main parking lot
 1. May cause extra congestion with pick-ups and drop-offs (Assist to Transport and personal) as well as deliveries (UPS, Fed-Ex).
 - ii. Make a couple of the stalls west of the current stalls, handicapped
 1. Will lose those regular parking spots
 2. Farther from the building than the current spots
 - iii. The main parking lot was reconfigured not too long ago
 - iv. Distance for our handicap spots is similar to other businesses and stores.
 - v. L Kalista suggested adding signs to spots that say “Reserved for those with mobility issues”
 1. Does not prevent others from parking there.
 - vi. J Hudon reiterated that she would like to see the ADRC spots moved or at least not parked there all day (see minutes from March 2024 (8.iv.1.a))
 - d. C Hall feels we should invest in adding 3 spots to the south entrance area.
 - i. B Hutterer stated that the city could do the work to keep some costs down.
 1. B Hutterer will complete a cost analysis for the work, signs, etc and bring it to the March meeting.
 2. C Hall reminded everyone that this was on the COA 2024 wish list as of January 2024
 - a. This topic has been discussed and researched at the January, March, and May 2024 COA meetings
 - b. At the May meeting there was an approved motion to put this into the long term, strategic plan/capital improvements.
 - i. Curt will bring paperwork for the long term, strategic plan/capital improvements RFP to the March meeting
 1. Curt will bring quotes received to the May meeting
- (b) Building security concerns (should only have one entrance and/or key fob system for members to come in another legally accessible entrance) (*re: November 2024: Budget meeting*)
- i. This has been requested to be in the budget for a few years now. The city is working on updating security in all buildings. Safety is their number 1 priority.
 1. R Malzahn suggested that, to keep a lower amount of cash in the gift shoppe, we use 2 tills, one for the morning person and one for the afternoon person (especially important in December when there is a spike in sales and foot traffic).
9. New Business
 - (a) ~~Budget meeting with city leadership~~ (discussed at the November 2024 meeting)

- (b) L Kalista would like information on the Pickleball petition for blackout blinds at CP Rec Center so that she knows what to tell people when they ask her
 - i. Existing blinds
 - 1. Purchased and installed early 2023
 - 2. Approximate \$3,000 cost
 - 3. Suggested from the company with city staff
 - 4. They are always closed so these have some light filtering
 - a. 0=blackout, existing blinds are a 1
 - (c) L Kalista asked why there is a pickleball fee (punch card) and not a walking fee since walking is also staffed/facilitated
 - i. Pickleball is a Senior Center facilitated program and follows the guidelines set forth in the Manitowoc Senior Center Handbook
 - ii. Walking is a community outreach program at the Mayor's request
10. Adjourn – Next meeting March 10, 2025 at 1:30 pm
- (a) Motion to adjourn: L Kalista
 - (b) Second: M Schultz
 - (c) All in favor
 - i. Meeting adjourned at 3:00 pm

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Dated this 14th day of January, 2025



Curt Hall

Parks and Recreation Division Manager

E-MAIL:

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

[illegible]

Accounts Payable

Transactions by Account

User: mmichels
Printed: 02/17/2025 - 4:09PM
Batch: 000000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1100-51400-529900	NORTH EASTERN WI FITNESS E	SCFitnessMaintFitnessStore	01/14/2025	147348	210.00	
		Vendor Subtotal:			210.00	
1100-51400-532600	SEEHAFER BROADCASTING CO	SeehaferHF2024	12/31/2024	147465	590.00	
		Vendor Subtotal:			590.00	
1100-51400-533600	U S BANK	RecCCKalahariResort	12/31/2024	0	121.00	
1100-51400-533600	U S BANK	RecCCKalahariResort	12/31/2024	0	121.00	
1100-51400-533600	U S BANK	RecCCKalahariResort	12/31/2024	0	121.00	
		Vendor Subtotal:			363.00	
1100-51400-534500	U S BANK	RecCCAmazonHDMICord	12/31/2024	0	23.08	
		Vendor Subtotal:			23.08	
		Subtotal for Fund: 1100			1,186.08	
		Report Total:			1,186.08	

Accounts Payable

Transactions by Account

User: mmichels
Printed: 02/17/2025 - 4:10PM
Batch: 000000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-458540	JOYCE JUNK	JunkElvisRefund	12/31/2024	147429	190.00	
		Vendor Subtotal:			190.00	
2841-51400-458540	RITA A KLEIN	KleinElvisRefund	12/31/2024	147432	175.00	
		Vendor Subtotal:			175.00	
2841-51400-529900	DARREN JOHNSON	DaddyDShowJune122025	01/07/2025	147192	500.00	
2841-51400-529900	DARREN JOHNSON	DaddyDShowSept042025	01/07/2025	147192	500.00	
		Vendor Subtotal:			1,000.00	
2841-51400-529900	WEILL CENTER FOUNDATION IT	WeillCenterLadiesofCountry	01/14/2025	147386	2,025.00	
		Vendor Subtotal:			2,025.00	
2841-51400-529900	SISTER BAY SCENIC BOAT TOUR	SisterBayScenicBoatToursOct2025	01/28/2025	147558	127.55	
		Vendor Subtotal:			127.55	
2841-51400-529900	THE FIRESIDE INC	FiresideElvisFinalPayment	01/21/2025	147414	2,142.70	
		Vendor Subtotal:			2,142.70	
2841-51400-529900	REBECCA MARKVART	MarkvartVday2025Entertain	01/28/2025	147531	80.00	
		Vendor Subtotal:			80.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-534300	U S BANK	RecCCWalmartCelerySoup	12/31/2024	0	9.71	
2841-51400-534300	U S BANK	RecCCMeijerFood	12/31/2024	0	35.94	
2841-51400-534300	U S BANK	RecCCAamazonWhippedButter	12/31/2024	0	87.16	
2841-51400-534300	U S BANK	RecCCKTBaconButter	12/31/2024	0	6.97	
2841-51400-534300	U S BANK	RecCCCobblestoneCreek	12/31/2024	0	1,632.00	
2841-51400-534300	U S BANK	RecCCWalmartHolidayPartyFood	12/31/2024	0	31.66	
		Vendor Subtotal:			1,803.44	
2841-51400-539000	U S BANK	RecCCWalmartDishSoap	12/31/2024	0	10.78	
		Vendor Subtotal:			10.78	
2841-51400-539435	CAROL ZIGMUND	GSDec2024	12/31/2024	147394	18.38	
		Vendor Subtotal:			18.38	
2841-51400-539435	DARLA J SONNTAG	GSDec2024	12/31/2024	147373	39.33	
		Vendor Subtotal:			39.33	
2841-51400-539435	KIM KERCHEFSKE	GSDec2024	12/31/2024	147315	183.83	
		Vendor Subtotal:			183.83	
2841-51400-539435	MARJORIE GEIGER	GSDec2024	12/31/2024	147297	17.10	
		Vendor Subtotal:			17.10	
2841-51400-539435	JEANETTE R SMITH	GSDec2024	12/31/2024	147372	30.57	
		Vendor Subtotal:			30.57	
2841-51400-539435	JANET M PAUL	GSDec2024	12/31/2024	147352	366.37	
		Vendor Subtotal:			366.37	
2841-51400-539435	MARLYS SCHWANTZ	GSDec2024	12/31/2024	147368	56.43	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			56.43	
2841-51400-539435	LOREND A GOERTZ	GSDec2024	12/31/2024	147301	17.10	
		Vendor Subtotal:			17.10	
2841-51400-539435	SANDRA J KARLIN	GSDec2024	12/31/2024	147313	69.26	
		Vendor Subtotal:			69.26	
2841-51400-539435	JEAN KNUTSON	GSDec2024	12/31/2024	147317	72.46	
		Vendor Subtotal:			72.46	
2841-51400-539435	LUCINDA C WECK	GSDec2024	12/31/2024	147385	10.26	
		Vendor Subtotal:			10.26	
2841-51400-539435	KAREN KOESER	GSDec2024	12/31/2024	147318	131.67	
		Vendor Subtotal:			131.67	
2841-51400-539435	DEBRA S WELLER	GSDec2024	12/31/2024	147387	336.66	
		Vendor Subtotal:			336.66	
2841-51400-539435	KAREN J BERZINSKY	GSDec2024	12/31/2024	147276	12.83	
		Vendor Subtotal:			12.83	
2841-51400-539435	RUTH M MALZAHN	GSDec2024	12/31/2024	147326	22.23	
		Vendor Subtotal:			22.23	
2841-51400-539435	TARI GUNZEL	GSDec2024	12/31/2024	147304	63.70	
		Vendor Subtotal:			63.70	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	MAXINE A WACHHOLZ	GSDec2024	12/31/2024	147382	25.66	
		Vendor Subtotal:			25.66	
2841-51400-539435	LINDA LONDO	GSDec2024	12/31/2024	147323	99.18	
		Vendor Subtotal:			99.18	
2841-51400-539435	DARLENE FARR	GSDec2024	12/31/2024	147294	14.54	
		Vendor Subtotal:			14.54	
		Subtotal for Fund: 2841			9,142.03	
		Report Total:			9,142.03	