

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

**COA Meeting Minutes March 10, 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)

Excused: M Schultz, M Michels (Staff)

Absent:

1. Meeting called to order at 1:30 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: L Kalista
  - (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. Bingo & Buffet volunteer appreciation
    - ii. Holiday Party volunteer appreciation
    - iii. COA member highlight
    - iv. Meet the Staff Trivia
      1. Reminder to see the office if you can help volunteer
    - v. COA meeting reminder
  - (b) Valentine's Day volunteer appreciation
6. Suggestion Box:
  - (a) none
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~~ Staff (Tari) 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 (date 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 (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
  - i. A Brixius reminded COA members to stop by or call the office to sign up to volunteer with food service at events and fundraisers.
  - ii. R Malzahn said there was a complaint about the vegetables at Valentine's Party
  - iii. J Hudon does not think pizza is a good option for food
    1. A Brixius explained that certain people like certain things, for example:
      - a. Bingo and Buffet was a younger crowd
      - b. Valentine's was an older crowd
  - iv. C Hall explained that the cost of food/catering has gone up drastically and would have to be reflected in our prices. By offering some of the things staff has been trying keeps the costs down, therefore the price is very reasonable for all.
    1. This is always a learning process and staff will continue to do their best.
8. Financial Report
  - (a) A Brixius asked about the \$590 to Seehafer.
    - i. C Hall explained that this is for sponsorship (Holiday Fair advertising) and we get the ads at ½ price (or 2 for one)
    - ii. L Kalista talked about promotional giveaways, as heard on the radio
      1. Give away a free meal to each event maybe

2. Curt explained the city's donation policy
  3. Discussion about how that give away would happen
    - a. 50 and older
    - b. Member vs non-member
    - c. J Hudon suggested that COA make a recommendation to approve a give away
9. Old Business
- (a) Long term strategic plan (*ongoing since January 10, 2024*)
    - i. C Hall gave a summary of the RFP and how it works
      1. Rough drafts handed out to all to look over and discuss further at the next meeting
      2. Price will depend on what we are all asking for
        - a. C Hall to add verbiage for a budget amount on this
      3. J Hudon asked if there would be grants for this
        - a. C Hall to add verbiage to RFP
      4. J Hudon made a motion to table the RFP until the next COA meeting when members should bring back their edits/comments
        - a. Second by L Kalista
        - b. All in favor
  - (b) Handicap Spots (*ongoing since January 10, 2024*)
    - i. Continued discussions
      1. Not many complaints about current parking
      2. Could be a waste of money if we have to change again in strategic plan
      3. Parking is also used for voting
    - ii. J Hudon made a motion to include parking in the RFP
      1. Second by J Kramer
      2. All in favor
  - (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.
      2. Discussion
        - a. Suggestions:
          - i. Send all volunteers a letter
          - ii. Volunteer spotlight in the newsletter
          - iii. Volunteer pot luck

- iv. Privacy concerns
    - v. Group recognition over individuals
    - vi. All discussed and voted on before the Membership Handbook was completed, see above 9.(d).i.1.a-d
  - b. What is our definition of volunteer and how is it determined who gets to be in the spotlight?
  - c. Recognition of volunteers to be discussed with staff by A Brixius
- 10. New Business
  - (a) A Brixius read the COA mission to remind all the purpose of this group.
    - i. Discussion about county entities
      - 1. A Brixius attens many of the county organizational meetings and relays pertinent information to COA
    - ii. Discussion about the importance of county and other programs for the Senior Center
    - iii. Staff will continue to incorporate county and other programs in an efficient manner
  - (b) Request for a coat rack in the exercise room
  - (c) Curt suggested moving employee parking
    - i. A Brixus made a motion to move the 4 south employee parking spots
    - ii. Second: D Bonk
    - iii. All in favor
  - (d) J Kramer would like clarification on volunteer discussion
    - i. Discussion
      - 1. Do they need to register by the registration deadline?
      - 2. If not registered it makes it difficult to plan
      - 3. Everything always says when to register by
      - 4. Should staff ask volunteers if they want to eat?
      - 5. Allowing flexibility to eat makes it difficult to plan.
    - ii. A Brixius will follow up with staff
- 11. Adjourn – Next meeting May 12, 2025 at 1:30 pm
  - (a) Motion to adjourn: L Kalista
  - (b) Second: A Brixious
  - (c) All in favor
    - i. Meeting adjourned at 3:30 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 14<sup>th</sup> day of January, 2025

  
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 Curt Hall  
 Parks and Recreation Division Manager

**E-MAIL:**  
 Clerk's Office  
 Mayor's Office  
 City Managers  
 Committee Members  
 PI Committee