

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

COA Meeting Minutes May 12, 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, M Schultz, A Chizek, J Kramer, C Hall (Staff), M Michels (Staff)

Excused: R Malzahn

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 (March 2025)
 - (a) Motion to approve: L Kalista
 - (b) Second: J Hudon
 - (c) All in favor
4. Public Input
 - none
5. Chair Person's Report
 - (a) Newsletter
 - i. April
 1. COA Highlight was Debbie Bonk
 2. Thank you for St Pat's volunteers
 - ii. May
 1. COA Highlight was Ruth Malzahn
 2. Thank you for the Meet the Staff volunteers
 3. Back page advertising the rummage sale and fry-out
 - a. Reminder to talk to Tari about volunteer opportunities for this
 - iii. Inside cover of all newsletters: The senior center is part of the rec division.
 - (b) COA Mission
 - i. Mission is on the inside cover of every newsletter. COA is an advisory group, and need to watch bounds.
 1. Move forward and not keep rehashing what we have already advised on.
 2. Our goal at this time is the long-term strategic plan
6. Suggestion Box:
 - (a) No new suggestions
 - (b) Follow-up from March meeting
 - i. Coat rack in exercise room
 1. There is a coat rack directly outside of this room and a row of chairs in the room if they don't want to put them on the coat rack
 - ii. Food Complaints at events
 1. It's hard to make everyone happy, menus are always posted on the flyers (which are also in the newsletters) for every event
 2. If COA members hear a complaint, talk to the person more, get more information on what they are truly saying
 - iii. Parties/Events and refunds

1. It is listed on the flyers (which are also in the newsletters) “no refunds”
2. There is no other easy way to determine how much food to purchase/make – registration covers costs
3. If there are no shows do we accept walk-ins? No – too many variables. How long will people be waiting and who will monitor who comes first, second, etc? Where will they wait? What if we let walk-ins in and then the registered people show up?
- iv. Volunteering and partaking in events – not usually allowable
 1. If a situation comes up that a volunteer is scheduled to handle, but they are eating, who is handling this
 - a. Taking time away from other volunteers to do their assigned tasks
 2. If you choose to partake in the event, that is more than fine, just let staff know you will be coming to the event so you will not be able to volunteer. Participating in events takes precedence.
- v. Publicity and Appreciation for groups
 1. See attached list that the office keeps to track which group and how often they are advertised.
 - a. Some are in every month as they have something different each month
 2. Office does their best to include all groups, but the newsletter has a lot of information on things people can do, come to, etc. The list of all of our regular activities are listed in every newsletter on page 3 as well as on the calendar which is in every newsletter.

7. Sr. Center Staff Report

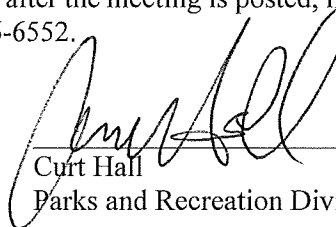
- i. Trips (completed)
 1. March 14: An Evening Out with the Ladies of County – Altona Supper Club and then show at Weill Center
 - a. 41 participants with one volunteer escort
 2. April 18: Murder on the Orient Express – Fireside
 - a. Cancelled
 - b. Only 15 registered
 - c. Down payment of \$50 is a credit on our account at Fireside
- ii. Trips (advertised)
 1. May 20: A Day in IL – All about the Sanfilippo’s
 - a. Michelle to escort
 - b. 18/50 enrolled as of 04/21/25
 2. June 12: Old Time Rock ‘n Roll – Riverside Ballroom
 - a. Volunteer Escort
 - b. 50/50 enrolled as of 04/21/25
 3. July 16: Appleton’s History, Scandal, and Gardens
 - a. Volunteer Escort
 - b. 13/50 enrolled as of 4/21/25
 - c. Advertising in newsletter started in April
 4. August 6: Holy Hill & The Park Next Door
 - a. Volunteer Escort
 - b. 17/50 enrolled as of 04/21/25
 - c. Advertising in newsletter started in April
 5. September 4: The Fabulous 50’s at the Riverside
 - a. Volunteer Escort
 - b. 3/50 enrolled as of 04/21/25
 - c. Advertising in newsletter will start in May (posters are up and on FB)
 6. September 9-11: Dubuque, IA

- a. Michelle to escort
 - b. No enrollment yet – must have 40 minimum to go
 - c. Advertising in newsletter will start in May
 - 7. Potentially looking at doing one trip every other month in 2026 due to costs and lack for participants
 - iii. Fundraisers (in the works)
 - 1. May 14: Health Fair
 - a. 44 vendors signed up + 1 with an ad only
 - b. All 4 sponsor opportunities have been taken
 - c. Many applications coming in
 - d. There are still openings for volunteers just not in food service
 - i. See or Call Tari
 - 2. July 10: Rummage Sale and Fry Out
 - a. See or call Tari to volunteer
 - 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. March 17: St. Patrick's Day Party
 - a. 57 registered participants
 - 2. April 15: Meet the Staff Trivia and Buffet
 - a. 43 registered participants but 13 were no show
 - i. This is why we have to have a fee for these events
 - 1. This was free for members
 - v. Special Events (upcoming)
 - 1. None at this time due to fundraisers
 - (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
 - (a) C Hall shared that there was a fee for the Senior Center to be reaccredited
 - i. Feedback was that they thought we are doing an amazing job, have good programming and good space
 - ii. Long process but thanks to having the updated Senior Center handbook, it made things much easier and more clear
9. Old Business
 - (a) Long term strategic plan (*ongoing since January 10, 2024*)
 - i. RFP review (*re: March 10, 2025 J Hudon*)
 - 1. Include parking in RFP (*motion accepted March 10, 2025*)
 - 2. Include an ADA audit
 - 3. Please have any additional feedback to C Hall by the end of next week
 - 4. Next steps
 - a. Send to DPI for approval (not necessary but AI feels it would be a good idea)
 - b. Reach out to contractors for budget estimates
 - 5. Motion to take the RFP to DPI for approval to send out for proposals (professional services) by D Bunk
 - a. Second by L Kalista
 - b. All in favor
 - (b) Radio give-aways (*re: March 10, 2025 discussion*)
 - i. 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
 - i. Cannot due per the city policy
4. We do purchase advertising on the radio where we buy some spots and then we get some extra spots
5. We also advertise on Breakfast Club before big events that are open to the public
 - a. Rummage Sale and Fry-out
 - b. Health Fair
 - c. Craft Fair
 - d. Open House
10. New Business
 - i. none
11. Adjourn – Next meeting July 14, 2025 at 1:30 pm
 - (a) Motion to adjourn: L Kalista
 - (b) Second: M Schultz
 - (c) All in favor
 - i. Meeting adjourned at 2:17 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 20th day of May, 2025


Curt Hall
Parks and Recreation Division Manager

E-MAIL:

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