

## 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, July 14, 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 (May 2025)
4. Public Input
5. Chair Person's Report
6. Sr. Center Staff Report
  - (a) Current Programs and Schedule updates
    - i. Trips (completed)
      1. May 20: A Day in IL – All about the Sanfilippo's
        - a. Volunteer Escorted (rather than Michelle due to low enrollment)
        - b. 21/50 participants had a great time, so much that we will probably plan this trip again in 2026
      2. June 12: Old Time Rock 'n Roll – Riverside Ballroom
        - a. Volunteer Escort
        - b. 50/50 participants enjoyed lunch, show, and bus driver took them on a small tour of Green Bay as they arrived early
    - ii. Trips (advertised)
      1. July 16: Appleton's History, Scandal, and Gardens
        - a. Volunteer Escort
        - b. 30/50 enrolled as of 06/19/25
        - c. Advertising started in April
      2. August 6: Holy Hill & The Park Next Door
        - a. Volunteer Escort
        - b. 33/50 enrolled as of 06/19/25
        - c. Advertising started in April
      3. September 4: The Fabulous 50's at the Riverside
        - a. Volunteer Escort
        - b. 35/50 enrolled as of 06/19/25
        - c. Advertising started in April
      4. September 9-11: Dubuque, IA
        - a. Michelle to escort
        - b. 6/50 – must have 40 minimum to go
        - c. Final registration date is July 31
        - d. Advertising started in May
      5. October 1: Sister Bay Tour
        - a. Volunteer Escort
        - b. 3850 enrolled as of 06/19/25
        - c. Advertising started in June
    - iii. Fundraisers (in the works)
      1. May 14: Health Fair
        - a. 46 total vendors + 1 ad only
        - b. 4 sponsor opportunities procured
          - i. Overall a great turnout for the vendors and the Pancake Breakfast
      2. July 10: Rummage Sale and Fry Out
        - a. Tari has been working on volunteers
          - i. See or call Tari to volunteer

- b. We have a middle school 4H group from Winnebago coming on July 9<sup>th</sup> to help with organizing
      - i. They are asking each child to also donate an item to the sale
      - ii. Great intergenerational opportunity
    3. September 25: Fry Out at the Open House
    4. October 16: Chili Fundraiser
    5. November 1: Craft Fair (formerly the Holiday Fair)
  - iv. Special Events (completed)
    1. none
  - v. Special Events (upcoming)
    1. September 25: Open House
  - (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
7. Financial Report
8. 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 Al 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
9. New Business
10. Adjourn – Next meeting September 8, 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 24th day of June 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 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)

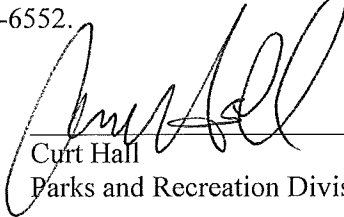
1. May 20: A Day in IL – All about the Sanfilippo’s
  - a. Michelle to escort
  - b. 18/50 enrolled as of 04/21/25
2. June 12: Old Time Rock ‘n Roll – Riverside Ballroom
  - a. Volunteer Escort
  - b. 50/50 enrolled as of 04/21/25
3. July 16: Appleton’s History, Scandal, and Gardens
  - a. Volunteer 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 Al 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 20<sup>th</sup> 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

Committee on Aging  
Manitowoc Senior Center Financial Report

Committee on Aging  
2025 Manitowoc Senior Center Financial Report



	<u>Jan.</u>	<u>Feb.</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
Annual Members	264	245	254	267	275							
Lifetime Members	1521	1522	1525	1526	1527							
New Annual	23	13	9	14	8							
New Lifetime	4	1	3	1	1							
Membership	\$2,213	\$1,205	\$1,671	\$1,415	\$845							
Exercise Punch Cards <i>(other programs+SC Rec programs)</i>	\$1,243	\$1,025	\$745	\$775	\$290							
Special Events/Trips	\$10,757	\$5,452	\$2,072	\$5,704	\$5,090							
Gift Shoppe to SC	\$68	\$54	\$89	\$93	\$78							
Gift Shoppe-crafters	\$22	\$83	\$85	\$99	\$62							
Gift Shoppe-donations	\$44	\$30	\$36	\$47	\$29							
Gift Shoppe-weavers	\$5	\$7	\$40	\$8	\$0							
Weaving (sales thru class)	\$37	\$54.00	\$43	\$77	\$0							
Trip Revenue <i>(based on costs sheets for this month)</i>	\$0	\$1,273	\$2,080	\$0	\$714							
Collette Commissions collected this month	\$0	\$1,500	\$0	\$0	\$0							
Premier Commissions collected this month	\$480	\$0	\$1,300	\$0	\$0							

# Accounts Payable

## Transactions by Account

User: mmichels  
 Printed: 06/19/2025 - 10:05AM  
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Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-529900	DARREN JOHNSON	DaddyDFinalPaymentJune122025	05/23/2025	149202	2,100.00	
		Vendor Subtotal:			2,100.00	
2841-51400-534300	U S BANK	SCTripTaxCredit	04/11/2025	0	-44.00	
2841-51400-534300	U S BANK	SCAltonaSupperClub	04/11/2025	0	869.32	
2841-51400-534300	U S BANK	SCPartyFood	04/11/2025	0	51.43	
2841-51400-534300	U S BANK	SCPartyFood	04/11/2025	0	5.97	
2841-51400-534300	U S BANK	RecAldi	05/13/2025	0	3.59	
2841-51400-534300	U S BANK	RecPizzaPeel	05/13/2025	0	21.99	
2841-51400-534300	U S BANK	SrCenterHealthFairMeetStaff	05/13/2025	0	57.65	
		Vendor Subtotal:			965.95	
2841-51400-539000	U S BANK	SCPantrySpecialEvents	04/11/2025	0	27.96	
2841-51400-539000	U S BANK	SCPlasticForks	04/11/2025	0	20.99	
2841-51400-539000	U S BANK	RecPicknSaveRichard	05/13/2025	0	23.46	
2841-51400-539000	U S BANK	RecMeetStaff1stPlace Winner	05/13/2025	0	25.00	
2841-51400-539000	U S BANK	SrCenterCardMakersPaper	05/13/2025	0	10.31	
		Vendor Subtotal:			107.72	
2841-51400-539435	JANICE J POST	GSApril2025	05/06/2025	149018	21.26	
		Vendor Subtotal:			21.26	
2841-51400-539435	ROBERT L SONNTAG	GSMarch2025	04/15/2025	148729	16.16	
		Vendor Subtotal:			16.16	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	KIM KERCHESKE	GSMarch2025	04/15/2025	148685	77.82	
2841-51400-539435	KIM KERCHESKE	GSApril2025	05/06/2025	148980	93.13	
		Vendor Subtotal:			170.95	
2841-51400-539435	MARJORIE GEIGER	GSApril2025	05/06/2025	148967	42.53	
		Vendor Subtotal:			42.53	
2841-51400-539435	JEANETTE R SMITH	GSMarch2025	04/15/2025	148728	31.26	
2841-51400-539435	JEANETTE R SMITH	GSApril2025	05/06/2025	149028	30.83	
		Vendor Subtotal:			62.09	
2841-51400-539435	JANET M PAUL	GSMarch2025	04/15/2025	148715	211.35	
2841-51400-539435	JANET M PAUL	GSApril2025	05/06/2025	149016	157.77	
		Vendor Subtotal:			369.12	
2841-51400-539435	MARLYS SCHWANTZ	GSMarch2025	04/15/2025	148723	14.04	
2841-51400-539435	MARLYS SCHWANTZ	GSApril2025	05/06/2025	149025	18.71	
		Vendor Subtotal:			32.75	
2841-51400-539435	ROBIN BRANDL	GSMarch2025	04/15/2025	148647	25.52	
2841-51400-539435	ROBIN BRANDL	GSApril2025	05/06/2025	148940	37.42	
		Vendor Subtotal:			62.94	
2841-51400-539435	JEAN KNUTSON	GSMarch2025	04/15/2025	148687	26.79	
2841-51400-539435	JEAN KNUTSON	GSApril2025	05/06/2025	148982	40.61	
		Vendor Subtotal:			67.40	
2841-51400-539435	DEBRA S WELLER	GSMarch2025	04/15/2025	148744	182.01	
2841-51400-539435	DEBRA S WELLER	GSApril2025	05/06/2025	149045	173.50	
		Vendor Subtotal:			355.51	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	JANICE ANN SCHIESL	GSMarch2025	04/15/2025	148721	70.17	
2841-51400-539435	JANICE ANN SCHIESL	GSApril2025	05/06/2025	149024	84.20	
		Vendor Subtotal:			154.37	
2841-51400-539435	KAREN J BERZINSKY	GSMarch2025	04/15/2025	148644	21.27	
		Vendor Subtotal:			21.27	
2841-51400-539435	RUTH M MALZAHN	GSMarch2025	04/15/2025	148699	26.36	
		Vendor Subtotal:			26.36	
2841-51400-539435	TARI GUNZEL	GSMarch2025	04/15/2025	148673	64.21	
2841-51400-539435	TARI GUNZEL	GSApril2025	05/06/2025	148970	43.38	
		Vendor Subtotal:			107.59	
2841-51400-539435	MAXINE A WACHHOLZ	GSMarch2025	04/15/2025	148741	19.14	
		Vendor Subtotal:			19.14	
2841-51400-539435	U S BANK	SCKwikTrip GC	04/11/2025	0	50.00	
2841-51400-539435	U S BANK	SrCenterGSReceiptBooks	05/13/2025	0	7.22	
		Vendor Subtotal:			57.22	
2841-51400-539435	LINDA LONDO	GSMarch2025	04/15/2025	148697	33.59	
2841-51400-539435	LINDA LONDO	GSApril2025	05/06/2025	148988	71.02	
		Vendor Subtotal:			104.61	
2841-51400-539435	DARLENE FARR	GSMarch2025	04/15/2025	148663	17.01	
		Vendor Subtotal:			17.01	
		Subtotal for Fund: 2841			4,881.95	



# Accounts Payable

## Transactions by Account

User: mmichels  
Printed: 06/19/2025 - 10:06AM  
Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Uncommitted				
		Vendor Subtotal:				
		Subtotal for Fund:				
		Report Total:				