

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

**COA Meeting Minutes September 8, 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, M Schultz, J Hudon, L Kalista, R Malzahn, A Chizek, C Hall (Staff), M Michels (staff)

Excused: J Kramer

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 (July 2025)
  - (a) Noted that on the July 14, 2025 minutes, #5(a)i1 (Dementia meet & greet with Jay's Legacy) to be struck out per A Brixius due to a misinterpretation
  - (b) Noted that on the July 14, 2025 minutes, #5(f)i2a (NO CLUE WHAT YOU WROTE HERE) to be struck out per M Michels due to notes to herself she forgot to remove.
  - (c) Motion to approve:
    - i. Made by J Hudon
    - ii. Second: L Kalista
    - iii. All in favor
4. Public Input  
none
5. Chair Person's Report
  - (a) September Newsletter
    - i. Noted that this meeting is advertised on page 5
    - ii. Noted that the COA Spotlight (Lynn Kalista) is on page 8
  - (b) Additional meetings
    - i. July 22: ADRC Outreach Communications
      1. Looking for ways to get the word out on things they do and offer
    - ii. August 14: ADRC Community Resources
      1. Vet Services and Benefits
      2. If anyone ever asks, please direct them to this service at the ADRC
    - iii. July: DPI meeting
      1. Not able to attend the September or October meetings
    - iv. August 7: City Employee and Volunteer Picnic
      1. Nice event and turnout
      2. A Brixius personally thanked the mayor for this recognition
    - v. August 28: Senior Center Craft/Holiday Fair meeting
      1. Will be revamping the schedule for food service
      2. All spots filled for food service at this time
  - (c) ADRC Information
    - i. September 21-26 from 1-2pm they will be holding Bingosize.
    - ii. November 20 and 26 from 10am-12pm they will be holding a Tech Workshop Sip & Swipe event
      1. Call the ADRC to register for either of these events
    - iii. A Brixius and the Senior Center office stays well connected with the ADRC
  - (d) Suggestion Box:
    - i. Get high rise, self-flushing toilets in the bathrooms.

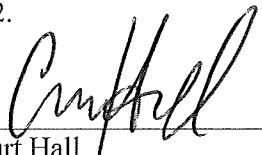
1. A Brixius asked C Hall to get pricing for high rise toilets (self-flushing is not as important right now)
  2. Discussion
    - a. J Hudon suggested this be part of the overall study of the building.
    - b. C Hall mentioned that these are outside of the senior center budget and are part of building and grounds
    - c. R Malzahn suggested the senior center pay for at least one in each bathroom handicap stall to be purchased (and labor) through the senior center special event fund
  - ii. Parking lot and exterior looks crappy
    1. Weeds are plenty and growing high
      - a. C Hall explained that this is part of building and grounds and with recent changes we are working through duties with them. He also stated that he and Brock Wetenkamp (park planner) will be spraying the weeds themselves soon.
        - i. D Bonk suggested weed whacking them and then pouring a mixture of water and vinegar over them to kill them off
    2. Lines in the parking lot are faded
      - a. C Hall has been in contact with the street department and will get more information
    3. Windows are dirty
      - a. This has been addressed with building and grounds already by C Hall
    4. Plant trees in the center of the parking lot so cars can be shaded
      - a. This area has been designated and has vegetation in it as a bioswale.
  - iii. A Brixius is going to work on redesigning the suggestion box and create uniform forms for people to fill out.
6. Sr. Center Staff Report
- i. All the programs/activities that take the summer off are all up and running again with the additions of:
    1. Another Chair Yoga class
    2. A drop-in Tai Chi class
    3. Samba card game
    4. Low Vision Support Group
  - ii. Trips (completed)
    1. July 16: Appleton's History, Scandal, and Gardens
      - a. Volunteer Escort
      - b. 34/37 (got smaller bus to save money)
      - c. Everyone said it was a really good trip – especially the information and the lunch
    2. August 6: Holy Hill & The Park Next Door
      - a. Volunteer Escort
      - b. 34/37 (got smaller bus to save money)
      - c. Good time. Some thought we could do less time at the Park Next Door as it was a lot of walking (which we advertised on the flyers)
  - iii. Trips (advertised)
    1. September 4: The Fabulous 50's at the Riverside
      - a. Volunteer Escort
      - b. 49/51 enrolled as of 08/27/25
      - c. Advertising started in April

- d. Feedback from this trip was that the show and the food are always very good. Many like the shows at Riverside so staff will continue to book them
  - 2. September 9-11: Dubuque, IA - CANCELLED
    - a. Michelle to escort
    - b. 6/50 – must have 40 minimums to go
    - c. Final registration date is July 31
    - d. Advertising started in May
  - 3. October 1: Sister Bay Tour
    - a. Volunteer Escort
    - b. 50/50 enrolled as of 08/26/25 + 19 on the waiting list
    - c. Advertising started in June
- iv. Fundraisers (in the works)
  - 1. September 25: Fry Out at the Open House
  - 2. October 16: Chili Fundraiser
  - 3. November 1: Craft Fair (formerly the Holiday Fair)
- v. Special Events (completed)
  - 1. none
- vi. Special Events (upcoming)
  - 1. September 25: Open House
  - 2. October 30: Happy Days Trivia
  - 3. December 17: Holiday Party
- (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 board member to sign up to volunteer at events, especially under the food service area
- 7. Financial Report
  - i. J Hudon would like to know what the line “Trip Revenue (based on cost sheets for this month)” on the Financial Report means
    - 1. M Michels explained that on the 2025 Manitowoc Senior Center Financial Report, those are per trip or event while on the Accounts Payable reports, those are per a time period.
      - a. For example: a trip that is going in September starts to be advertised in May. Expenses and revenue may be paid/accumulated for this one trip at any/multiple months between May and October (purchase tickets, down payments, final payments, etc. and then the revenue of people registering each month)
  - ii. C Hall explained the new punch card process
    - 1. All fitness/facilitated classes will use a punch card (no more registering and paying for certain sessions). These are good for all senior center and recreation (including water fitness in the summer) facilitated classes.
      - a. Anyone with a punch card can attend any of these classes.
      - b. Senior Center members have 3 options for punch cards
        - i. 5 punches for \$10
        - ii. 10 punches for \$15
        - iii. 20 punches for \$25
      - c. Non-Senior Center members can purchase 8 punch cards
        - i. Residents \$35
        - ii. Non-Residents \$45
- 8. Old Business
  - none
- 9. New Business

- (a) R Malzahn had a complaint about when the concrete work was being done and the signage as they had the end of the driveway through the back was blocked off at the end so people had to back up around the bend where signage before the bend would have been better
  - i. C Hall explained that this was a last-minute request from HMI to do this work as a donation (over \$2300) if they could use it for training purposes
  - ii. HMI said they would handle all of the closures and signage, but it didn't really happen how senior center staff expected
  - iii. There was also a change to their schedule so things were closed off longer than expected due to rain that day
- 10. Adjourn – Next meeting November 10, 2025 at 1:30 pm
  - (a) Motion to adjourn: R Malzahn
  - (b) Second: L Kalista
  - (c) All in favor
    - i. Meeting adjourned at 2:08 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 10<sup>th</sup> day of September, 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