

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

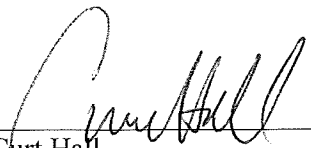
Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **COMMITTEE on AGING** of the City of Manitowoc will be held on **Monday, November 13, 2023 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 (September 2023)
4. Public Input
5. Chair Person's Report
6. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips
 1. September 22, 2023: Warrens Cranberry Festival
 - a. Full, good feedback
 2. October 10, 2023: Door County Lunch & Wine Tasting Trolley Trip
 - a. Almost full, good feedback
 3. November 9, 2023: Spirits of the Shoreline Trip
 - a. 41 Participants at this time + 1 staff escort
 4. December 7, 2023: Christmas Stars show at Xavier Fine Arts Theatre
 - a. Full with a wait list + 1 volunteer escort
 - ii. Fundraiser
 1. Holiday Fair ~ November 4, 2023
 - a. 9am-2pm
 2. Bake Sales
 - iii. Special Events
 1. Halloween Party ~ October 31, 2023
 - a. 1:30pm
 2. Holiday Party ~ December 8, 2023
 - a. 11:30am-1:00pm
 - (b) Questions, Comments and Concerns on Senior Center Report
7. Financial Report
8. Old Business
 - (a) Senior Center Manual (*re: March 13, 2023, M. Michels*)
 - i. Finalize
 - (b) Looking for a new Committee on Aging member (*re: September 11, 2023, A. Brixius*)
 - (c) Additional Pickleball net and rubber court lines purchased and are at CP Rec Center (*re: September 11, 2023, L Kalisa*)
 - (d) Lakeshore Pedalers is there own group. Senior Center will no longer advertise in the newsletter for them. (*re: September 11, 2023, R Malzahn*)
 - i. Staff is looking into a possible Senior Center Bike Group and/or Hiking Group
9. New Business
10. Adjourn – Next meeting January 8, 2024 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 23rd day of October, 2023



Curt Hall
Park, Recreation & Sr. Center Division Manager

E-MAIL:

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

Committee on Aging
2023 Manitowoc Senior Center Financial Report



Committee on Aging
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	203	190	203	198	209	207	220	208	223			
Lifetime Members	1323	1327	1340	1347	1354	1364	1365	1369	1380			
New Annual	19	5	13	10	11	8	13	13	15			
New Lifetime	6	4	13	7	7	10	1	4	11			
<i>Revenue: (rounded to nearest \$)</i>												
Membership	\$1,690	\$888	\$2,471	\$1,368	\$1,356	\$1,836	\$680	\$1,118.00	\$2,236.00			
Exercise Punch Cards <i>(other program funds)</i>	\$926	\$201	\$416	\$350	\$252	\$478	\$337	\$495.00	\$712.00			
Trips/Special Events	\$1,170	\$3,075	\$11,240	\$24,591	\$12,536	\$6,074	\$5,445	\$7,903.00	\$8,163.00			
Weaving	\$199	\$8	\$0	\$32	\$100	\$25	\$0	\$54.00	\$9.00			
Trip Revenue	no trip	no trip	<i>Waiting on invoice</i>	\$658	\$156	\$193	\$1,386	\$8,666.00	\$1,525.00			

Accounts Payable

Transactions by Account

User: mmichels
 Printed: 10/23/2023 - 1:39PM
 Batch: 000000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1100-51400-532200	GANNETT WISCONSIN MEDIA	SCNewspaperSept	08/22/2023	139972	43.83	
1100-51400-532200	GANNETT WISCONSIN MEDIA	SCOct23	09/19/2023	140326	27.12	
1100-51400-532200	GANNETT WISCONSIN MEDIA	SCSubscription	10/17/2023	140740	35.00	
	Vendor Subtotal:				105.95	
1100-51400-532500	WISCONSIN ASSOCIATION OF SI	SrCenterMMWASC2023	08/28/2023	140139	125.00	
	Vendor Subtotal:				125.00	
1100-51400-534500	MOTION PICTURE LICENSING C	MovieLicense	09/19/2023	140365	420.59	
	Vendor Subtotal:				420.59	
1100-51400-534500	LINDNER HARDWARE INC	SCPropane	09/19/2023	140349	25.98	
	Vendor Subtotal:				25.98	
1100-51400-534500	U S BANK	RecYogaStraps	09/12/2023	0	41.94	
1100-51400-534500	U S BANK	RecYogaBlocks	09/12/2023	0	107.98	
1100-51400-534500	U S BANK	RecMousePad	09/12/2023	0	16.99	
	Vendor Subtotal:				166.91	
1100-51400-539000	WISCONSIN STATE OF	SENIOR CENTER ANNUAL RAFFL	08/18/2023	139937	25.00	
	Vendor Subtotal:				25.00	
1100-51400-539000	LINDNER HARDWARE INC	ZooStaple	09/19/2023	140349	6.59	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			6.59	
1100-51400-539000	U S BANK	JumboPaperClips	08/22/2023	0	16.49	
1100-51400-539000	U S BANK	CardPrinterRibbon	08/22/2023	0	99.71	
1100-51400-539000	U S BANK	CardsforCardPrinter	08/22/2023	0	49.89	
1100-51400-539000	U S BANK	SrCenterDrawingPaperEnvelopes	09/12/2023	0	43.69	
1100-51400-539000	U S BANK	RecPackingTape	09/12/2023	0	25.88	
		Vendor Subtotal:			235.66	
		Subtotal for Fund: 1100			1,111.68	
		Report Total:			1,111.68	

Accounts Payable

Transactions by Account

User: mmichels
 Printed: 10/23/2023 - 1:40PM
 Batch: 000000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-458540	ADELE SCHROEDER	CranberryTripRefund	09/19/2023	140384	121.00	
		Vendor Subtotal:			121.00	
2841-51400-458540	DIANE BEHNKE	OctNov23TripRefund	09/19/2023	140305	356.00	
		Vendor Subtotal:			356.00	
2841-51400-458540	JULIE ENDRIES	DoorCtyTripRefund	09/19/2023	140320	188.00	
		Vendor Subtotal:			188.00	
2841-51400-458540	MARSHA GOLDEN	CranberryTripRefund	09/19/2023	140329	53.00	
		Vendor Subtotal:			53.00	
2841-51400-458540	JEANNE MURRAY	CranberryTripRefund	09/19/2023	140367	53.00	
		Vendor Subtotal:			53.00	
2841-51400-529900	CRAIG & DIANE BARLAMENT	SCMadeleineIslandTripBus	08/18/2023	139778	30,560.00	
2841-51400-529900	CRAIG & DIANE BARLAMENT	SCCranberryFestSept2023	10/09/2023	140613	1,610.00	
		Vendor Subtotal:			32,170.00	
2841-51400-529900	JUSTIN ZIPPERER	StCenterDoorCtyTrip	10/17/2023	140792	850.00	
		Vendor Subtotal:			850.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-534300	CHER MAKE SAUSAGE CO	StCenterHot Dogs	08/28/2023	140052	89.04	
		Vendor Subtotal:			89.04	
2841-51400-534300	U S BANK	Water	08/22/2023	0	10.72	
2841-51400-534300	U S BANK	BunsPattiesBeer	08/22/2023	0	94.32	
2841-51400-534300	U S BANK	28CtPart	08/22/2023	0	9.94	
2841-51400-534300	U S BANK	Water	08/22/2023	0	16.08	
2841-51400-534300	U S BANK	BurgersBrats	08/22/2023	0	107.14	
2841-51400-534300	U S BANK	SCRummageSaleFood	08/22/2023	0	145.41	
2841-51400-534300	U S BANK	RecClearPlasticCups	09/12/2023	0	24.88	
		Vendor Subtotal:			408.49	
2841-51400-539000	U S BANK	StCenterMuffinPanCupcakeContainer	09/12/2023	0	59.50	
2841-51400-539000	U S BANK	SCTable#sEnvelopes	10/09/2023	0	23.89	
2841-51400-539000	U S BANK	SCOpenHouse	10/09/2023	0	92.78	
2841-51400-539000	U S BANK	SCOpenHouse	10/09/2023	0	15.66	
		Vendor Subtotal:			191.83	
2841-51400-539000	NELSON SIGN & GRAPHICS	DecalsforHolidayFair	09/19/2023	140368	77.00	
		Vendor Subtotal:			77.00	
2841-51400-539435	NAOMI GAUTHIER	GSSept2023	10/09/2023	140632	14.95	
		Vendor Subtotal:			14.95	
2841-51400-539435	ROBERT L SONNTAG	GSSept2023	10/09/2023	140696	11.50	
		Vendor Subtotal:			11.50	
2841-51400-539435	KIM KERCHESKE	GiftShopJuly2023	08/18/2023	139840	56.86	
2841-51400-539435	KIM KERCHESKE	GSAugust2023	09/12/2023	140246	65.43	
2841-51400-539435	KIM KERCHESKE	GSSept2023	10/09/2023	140647	75.81	
		Vendor Subtotal:			198.10	
2841-51400-539435	JEANETTE R SMITH	GSAugust2023	09/12/2023	140284	20.76	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	JEANETTE R SMITH	GSSept2023	10/09/2023	140695	23.47	
2841-51400-539435	JEANETTE R SMITH	June2023GS	10/20/2023	140780	32.27	
		Vendor Subtotal:			76.50	
2841-51400-539435	JANET M PAUL	GiftShopJuly2023	08/18/2023	139889	145.98	
2841-51400-539435	JANET M PAUL	GSAugust2023	09/12/2023	140276	168.54	
2841-51400-539435	JANET M PAUL	GSSept2023	10/09/2023	140676	152.07	
		Vendor Subtotal:			466.59	
2841-51400-539435	MARLYS SCHWANTZ	GSAugust2023	09/12/2023	140283	24.82	
2841-51400-539435	MARLYS SCHWANTZ	GSSept2023	10/09/2023	140691	19.86	
		Vendor Subtotal:			44.68	
2841-51400-539435	LORENDA GOERTZ	GSSept2023	10/09/2023	140635	37.46	
		Vendor Subtotal:			37.46	
2841-51400-539435	SANDRA J KARLIN	GiftShopJuly2023	08/18/2023	139838	37.68	
2841-51400-539435	SANDRA J KARLIN	GSAugust2023	09/12/2023	140244	19.86	
2841-51400-539435	SANDRA J KARLIN	GSSept2023	10/09/2023	140645	59.57	
		Vendor Subtotal:			117.11	
2841-51400-539435	JEAN KNUTSON	GiftShopJuly2023	08/18/2023	139843	28.88	
2841-51400-539435	JEAN KNUTSON	GSAugust2023	09/12/2023	140248	16.02	
2841-51400-539435	JEAN KNUTSON	GSSept2023	10/09/2023	140648	47.16	
		Vendor Subtotal:			92.06	
2841-51400-539435	LOIS GRACZYKOWSKI	GSSept2023	10/09/2023	140636	12.41	
		Vendor Subtotal:			12.41	
2841-51400-539435	PATRICIA BARBARA HERDT	GiftShopJuly2023	08/18/2023	139826	8.55	
		Vendor Subtotal:			8.55	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
2841-51400-539435	KAREN KOESER	GiftShopJuly2023	08/18/2023	139844	76.41	
2841-51400-539435	KAREN KOESER	GSAugust2023	09/12/2023	140249	118.90	
2841-51400-539435	KAREN KOESER	GSSept2023	10/09/2023	140649	34.52	
		Vendor Subtotal:			229.83	
2841-51400-539435	BARBARA A SWIGGUM	WatercolorSale	10/02/2023	140589	13.30	
		Vendor Subtotal:			13.30	
2841-51400-539435	RUTH M MALZAHN	GSAugust2023	09/12/2023	140259	21.44	
2841-51400-539435	RUTH M MALZAHN	GSSept2023	10/09/2023	140658	10.83	
		Vendor Subtotal:			32.27	
2841-51400-539435	TARI GUNZEL	GiftShopJuly2023	08/18/2023	139819	22.56	
2841-51400-539435	TARI GUNZEL	GSSept2023	10/09/2023	140639	10.83	
		Vendor Subtotal:			33.39	
2841-51400-539435	ANNINA L WILSON	GiftShopJuly2023	08/18/2023	139932	27.08	
		Vendor Subtotal:			27.08	
2841-51400-539435	MAXINE A WACHHOLZ	GiftShopJuly2023	08/18/2023	139927	18.05	
2841-51400-539435	MAXINE A WACHHOLZ	GSSept2023	10/09/2023	140705	36.10	
		Vendor Subtotal:			54.15	
2841-51400-539435	CAROL L BREY	GiftShopJuly2023	08/18/2023	139783	82.58	
2841-51400-539435	CAROL L BREY	GSAugust2023	09/12/2023	140216	87.77	
2841-51400-539435	CAROL L BREY	GSSept2023	10/09/2023	140617	111.91	
		Vendor Subtotal:			282.26	
2841-51400-539435	LINDA LONDO	GiftShopJuly2023	08/18/2023	139858	19.40	
2841-51400-539435	LINDA LONDO	GSAugust2023	09/12/2023	140255	38.58	
2841-51400-539435	LINDA LONDO	GSSept2023	10/09/2023	140654	20.31	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			78.29	
2841-51400-539435	DOLORE P MCCARTHY	GS August 2023	09/12/2023	140263	29.33	
2841-51400-539435	DOLORE P MCCARTHY	GSSept 2023	10/09/2023	140664	23.92	
		Vendor Subtotal:			53.25	
		Subtotal for Fund: 2841			36,441.09	
		Report Total:			36,441.09	

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

COA Meeting Minutes September 11, 2023
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, J. Kramer, R Malzahn, M. Schultz, L Kalista, C Hall (Staff), M Michels (Staff),

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 2023)
 - (a) Page 2, No. 8(b)i2 should read: Annual non-resident from \$40 to \$50
 - (b) Page 2, No. 8(b)ii1 should read: Day pass from \$2 to \$5
 - i. Motion to approve: L. Kalista
 - ii. Second: J. Kramer
 - iii. All in favor
4. Public Input
 - (a) none
5. Chair Person's Report
 - (a) none
6. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Trips
 1. August 9-11, 2023: Madeline Island
 - a. 48 (-1 unable to attend) + 1 staff escort
 - b. Good feedback
 - c. Looking for more extended trips (more than one day)
 2. September 22, 2023: Warrens Cranberry Festival
 - a. Full with a wait list + 1 volunteer escort
 3. October 10, 2023: Door County Lunch & Wine Tasting Trolley Trip
 - a. 23 Participants at this time + 1 volunteer escort
 - i. Michelle reported that we are now over 30 participants
 4. November 9, 2023: Spirits of the Shoreline Trip
 - a. 23 Participants at this time + 1 staff escort
 - i. M Michels reported that we are now over 30 participants
 5. December 7, 2023: Christmas Stars
 - a. M Michels reported that we are for sure more than half full already and there will be 1 volunteer escort
 - ii. Fundraiser
 1. September 14, 2023: Fry-Out
 - a. 11am-2pm
 2. November 4, 2023: Holiday Fair
 - a. M Michels reported that the meeting was advertised and then held on September 8.
 - i. Will be the same set-up and layout as last year except groups have to be selling items
 - ii. COA will help with food service

iii. Special Events

1. September 14, 2023: Open House

a. 10am-2pm

(b) Questions, Comments and Concerns on Senior Center Report

i. none

7. Financial Report

(a) J. Hudon would like to see the revenue from trips. Staff does keep track of this so M Michels will add that to the monthly totals sheet.

8. Old Business

(a) Senior Center Manual (*re: March 13, M Michels*)

i. Michelle continuing to work on this, hoping for fall finalization

1. Finalized. Copies given to all COA members to review for errors and any fine-tuning.

a. Report any revisions to M Michels or bring them to the meeting in November.

i. Manual still has to go through PI approval and then City Council.

(b) Restructure membership fees (*re: July 10, 2023, A Brixius*)

i. L Kalista made a motion to remove the July motion to restructure the Senior Center membership fees from the table.

ii. Second: D Bonk.

iii. Discussion

1. C Hall: Membership monies go to the Senior Center operating account budget line

2. J Hudon: Current annual pricing should stay the same but she feels an increase in the lifetime pricing would be acceptable

3. C Hall: Members also have to pay for a punch card for facilitated class to offset instructor wages as well as some small costs for extra classes or programs for special supplies

a. Note that currently non-members have to purchase a day pass and a punch card for facilitated classes. With the new day pass fee, non-members just purchase the day pass and can join in any of that day's normal activities (no punch card will be required)

4. L Kalista: We should look at the lifetime fee as it covers 4 years of the price of the annual fee.

5. D Bonk: Since some activities require members to pay a small amount of extra fees

6. A Brixius: The initial intent to raise the fee was to help raise money for the Senior Center but since it goes into an operating account he doesn't feel we need to make any changes

7. J Kramer: The prices at the Senior Center are more reasonable than any other local memberships, even if we raise to the proposed prices. Prices are going up everywhere and we have to look at the future.

8. R Malzahn: The weavers and other groups have waived prices so the membership price should stay as is.

9. Motion to keep the membership fees the same as they currently are:
D Bonk

a. Second: R Malzahn

b. Opposed: J Kramer

c. All others in favor.

(c) Membership age (*re: July 10, 2023, A Brixius*)

i. Motion by L Kalista to change the membership age from 55 to 50 years old

1. Second: M Schultz

2. All in favor

(d) A Brixius thanks the staff for getting the tables and chairs moved to the rooms as per suggested

9. New/Other Business

(a) Senior Center interior advise

i. M Michels/C Hall: Decor

1. Crafts (painting, quilts, drawings, items to display)

a. Suggested policy

i. Current member in good standing

ii. Staff must hang (no defacing property (holes in the walls, etc)

iii. Can hang for how long (6 months, one year) and then?

1. 30 days to pick up or it becomes Sr Center property

2. COA members agree and suggested that the policy also includes that anything to be displayed must have Senior Center staff approval as well

(b) M Michels: People looking to participate that are under the membership age.

i. Adults 18 or older

ii. Must get a day pass

1. 2023 must also get a punch card if they are participating in facilitated classes that require a punch card

2. 2024 day pass only for any normal activities that day

a. Facilitated activities are included in the new fee

(c) A Brixius: Whiteboard in the Social Room

(d) A Brixius: Ron VonDrachek

i. Retiring

ii. A Brixius looking for someone to fill his seat

1. Must be able to attend the bi-monthly meetings

2. Able to help out at special events with food service

a. Anyone with a potential candidate must be brought to Al's attention first.

iii. New members are appointed by the Mayor and confirmed by the Common Council for three year terms pursuant to 3.27.

(e) A Brixius: Holiday Fair food service sign-up

i. A Brixius asked members to fill some open spots.

1. Spots filled

2. M Michels will add them to the volunteer list

(f) L Kalista: Additional Pickleball net for the CP Rec Center and rubber court lines

(g) L Kalista: Status on Pickleball courts at Rheaume Park

i. C Hall confirmed that the bid has been awarded and there was a pre-construction meeting last week. Concrete is scheduled to go in this fall and painting the courts along with the bathroom renovations should happen in spring/early summer 2024.

(h) R Malzahn: Question the role the Lakeshore Pedalers have at the Senior Center/why they have ads in the Periscope

i. C Hall confirmed they are not a senior center program and will have further discussions with the group to see how they would like to proceed

(i) R Malzahn: There is a sewing machine in the Craft Room that neither the weavers or the crafter want

i. M Michels to move it to the rummage sale storage

(j) A Brixius: August Periscope

i. Thanked staff for printing the thank you for the tables

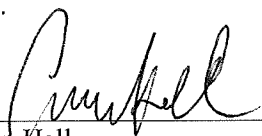
(k) A Brixius: September Periscope

i. Thanked staff for revising the advertising of the COA meeting with more information and reminder that meetings are open to the public

- (l) J Kramer: Clarification on COA's food service volunteer responsibilities
 - i. A Brixius explained that he has committed COA to help with food service volunteer opportunities at various events. When the event is announced or discussed at a COA meeting, if members can help they should see staff.
 - 1. Staff works on volunteer lists (which are very detailed) at least one month before an event so there are times the list may be full when members inquire.
- 10. Adjourn
 - (a) Motion to adjourn: D. Bonk
 - (b) Second: J Hudon
 - (c) All in favor
 - i. Meeting adjourned at 2:55 pm
- 11. Next meeting November 13, 2023 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 23rd day of October, 2023



Curt Hall
Park, Recreation & Sr. Center Division Manager

E-MAIL:

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