

**Meeting Minutes for Committee on Aging  
City of Manitowoc**

Monday, Feb. 10, 2020 at 9:30 am at the Manitowoc, Senior Center Social Room

Present: Allan Brixius, Cathy Ley – ADRC, Ron Von Drachek, Donna Kickland,  
Debbie Bonk, Ruth Malzahn, Mary Schultz, Joyce Morrison  
Staff: Curt Hall

1. Meeting was called to order at 9:31 am by Brixius.
2. Discussion and possible approval of minutes of previous meeting (Sept 2019) – Motion to approve the meeting minutes Von Drachek, seconded by Malzahn. All in favor.
3. Update on status of filling open positions – Division Manager, Team Leader, Administrative Support Specialist and Parks Planner. Curt Hall informed the committee that the Park and Rec. Division is fully staffed. New staff that have hired since last meeting are new Admin. Support Specialist Amanda Orth. Also Park Planner Marshall Black. Curt Hall proceeded to give a brief background of each employee background and new job responsibilities.
4. Aging & Disability and Resource Center Report – C. Ley gave an update on upcoming programs.
  - (a) Medicare open enrollment is completed. The County Executive requested that the ADRC accommodate all requested meetings even though they were fully booked. They coordinated 1059 meetings. ADRC staff was working overtime to accommodate all the meetings.
  - (b) Retirement of Lynn Schienoha. Lynn was with the county for many years and was responsible for the caregiving programs.
5. Sr. Center Fee Increases - Curt Hall gave a brief update and overview of new Sr. Center pricing. The Park and Rec. Division along with all other city dept. experience slight price increase in 2020. A lengthy discussion took place related to fees and general operations, the main topics of discussion are as follows:
  - (a) Al Brixius posed the questions: “Has the price increase affected attendance in any classes?” All present did not seem to think so.
  - (b) Cathy Ley: “Isn’t that what the membership fees cover?” Cathy proceeded to use TR Senior Center operations as example of how they don’t charge for programs, also mentioned that TR Senior Center does more fundraisers and has a “friends group” that is dedicated to hosting events and raising money to supplement the operating costs.
  - (c) Debbie Bonk: “Where does revenue go, what is it used for?”
  - (d) Ruth Malzahn: “Does Foot Care pay a room fee? Why do some classes pay rentals fees and some don’t?”
  - (e) Debbie Bonk: “Do we have statistics on how many members are current?”
    - i. Lifetime?
    - ii. Annual?
  - (f) Cathy Ley: “Denise used to produce a financial report for every COA meeting, that would be helpful.”
  - (g) Joyce Morrison(non-committee member/class instructor in attendance): Joyce provided a fee structure comparison, detailing the pricing structure at the Manitowoc Sr. Center, TR Sr. Center, Waupaca Sr. Center. She is a member at all centers.

- i. Joyce is requesting that all fees go back to what they were. She stated that she is looking out for her students.
  - (h) Staff and members discussed each question/concern. Many members understand that fees need to be increased to sustain Sr. Center operations but would like to continue exploring fee/membership/financial details. Staff will do more research into each topic and bring back more information on each question posed at next meeting.
- 6. Bequest: Curt Hall informed the committee that additional funds were received from the Jacobs family.
  - (a) The committee requested that the Senior Center staff should make an effort publically acknowledge the Jacobs family in the newsletter all other possible public communication options like press release, radio or online.
- 7. Center Improvement
  - (a) Security cameras – Curt Hall updated that installation of camera system is complete.
  - (b) New Equipment – Curt Hall updated the committee that the senior center has purchased some new equipment, pickle ball and cardio drumming and has started a new social group for pickle ball and table tennis. Both seem to be going well.
  - (c) Future Improvements – Curt Hall updated the group on future center improvements. The future improvements priorities will be safety and cash handling oriented. Improvement options that are being explored are new point of sale system, exterior door entry scanners, membership scanning system. Other improvements that are being explored are painting and the assembly room, updating lounge area furniture.
  - (d) The weaving room was swept and mopped by a group of volunteers from Holy Family College.
- 8. Adjourn – Motion by Malzahn, seconded by Schultz. Meeting adjourned at 10:45 am.

Next meeting will be held on March 9, 2020.

Respectfully submitted,  
Curtis Hall, Park and Rec Division Manager