

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
MONDAY, SEPTEMBER 11, 2006**

Susan Brunner, Chairman at 7:00 PM, called the meeting to order.

Present: Suzanne Bruner, Harold Matthews, Carl Federspiel, Ms. JoAnn Stade, Alderman Ed Johnson, Warren Haseley, George Lampert and Catherine Kiener, Director.

1. Ms. Stade moved to approve the minutes from August 14, 2006. Mr. Haseley seconded the motion. Motion carried.

2. Mr. Lampert moved to approve the bills to be paid by the city from August with Mr. Matthews seconding the motion. Motion carried.

3. Mr. Matthews moved to approve the Senior Center Financial summary. Mr. Federspiel seconded the motion. Discussion occurred on the Port Washington State Bank transfer. The account is a money market with only 3 checks allowed per month. With the number of trips occurring there are times that a withdrawal is needed to transfer to the Ozaukee Bank to facilitate the payment of the bills and expenses.

The second item was the purchase of the card table. As written on the summary it looks as if it may have been purchased locally at Maxwell street days. The funds were raised at Maxwell Street and the purchase made at Kesteel in New Holstein. The driver was given some money towards gas. Motion carried.

4. Unfinished Business

A. Tuck Pointing – The Director called Advanced Restoration and sent back a copy of the work contract as an approval. If she does not hear by the end of the week will call to determine when the work will be scheduled.

B. Programmer Position – the City Administrator felt the revenue could not be used for the position. The personnel committee has not contacted the Director. It will be put in the 2007 budget again.

C. 2007 Budget

Alderman Johnson inquired about the amount of revenues, as there is an error on the worksheet listing the 2004 director salary as revenue. The actual revenue should have been around 6,000. Alderman Johnson then asked about the revenues from classes. These funds are through the Center account. Revenue from one class may help offset a class that does not have enough students. In 2004 it was approximately 39,000 with expenses approximately 40,000.

The discussion on revenue was in an effort to understand the city and center finances. The Program position could be argued as revenue neutral. The seniors have the political power to get their needs on the agenda.

Further discussion on the budget included a review of the hours of work for the director position. Mrs. Kiener stated she usually works above the 30 hours per week and requests comp time for hours over 32 and has about 40 hours to date accumulated. There are more responsibilities than the predecessor had in

the position. An example of added responsibilities are of the computer use and greater marketing with the local papers to name two regular additions. Mrs. Brunner stated that the program position would give the Director some staff and schedule flexibility. Mr. Matthews suggested putting in the 2007 budget the program position and an increase to 32 hours for the Director. Mr. Lampert stated he would like to see both items included in the budget. There was a brief discussion on the political process the Director would need to take to comply with the Commission on Aging recommendations for staffing.

Mr. Lampert moved to adopt budget A with the addition of a program position at a level of 599 hours not to exceed a starting rate of \$10.00 per hour. Mr. Matthews seconded the motion. Additional discussion on the motion was the justification of the position for a programmer could be a one-year trial. Ms. Stade would like to be kept informed of the dates of meetings regarding the position and budget. Motion carried to approve the revised 2007 budget with one abstention from Ms. Stade.

Capital Budget was spelled incorrectly on the agenda it was noticed. The 2007 Capital budget was presented to the Commission in the same format as prior years. The Director indicated this was done to facilitate familiarity for Alderman Johnson who is going through his first budget with the Commission on Aging and City. It shows what was approved two previous years, the current year, and what may be the needs for the next 3 years. Alderman Johnson moved to approve the Capital budget as presented. Mr. Matthews seconded the motion. The Director indicated that she numbered the 3 items this year for the Commission to see the priority placed for the benefit of the senior center. She stated she usually looks at what did not have funding the prior year and then puts it in the next year. She reminded the commission members they approved a carryover of funds from 2006 to 2007 due to the tuck-pointing bid being lower than budgeted. Mr. Matthews commented that a certain amount of money falls toward the expenditure restraint program. Ms. Stade thought the priorities good but she would organize them differently. She moved to amend the motion to adjust the priorities to the windows then the architect's expansion drawing, then computer upgrades. There was no second on the amendment. Ms. Bruner felt the priorities listed were good. Motion carried unanimously.

6. Director's Report

A. Senior Center Items

1. Bocce Court – The senior center members participating in Bocce Ball have asked for improvements in playing on a court. The Director met with Mr. Jansen, Park & Rec Director to discuss the idea and park location. Several issues were discussed: Are the players looking for a permanent court and if it is Kolbach for a location, Mr. Jansen needs to check with the t-ball groups to ensure it is not in a playing field. The Mrs. Kiener, Center Director will determine if it is a grass court or permanent court. The Bocce players have committed they will come up with the money for improvements. The players asked Mrs. Kiener

to address the Leatherneck group for some funds, which was on Thur. Sept. 7. Mr. Bertoni from the Center stated they are interested in helping fund the courts and we need to meet with the group when we know the cost and park location.

B. Sept/Oct Events

1. Trips – The new nametags came in and Mrs. Kiener showed the sample. It is to wear around the neck with Port Senior Center on the material. The name insert will have the City or senior center on them.

2. Tea – Antique tea with Gordon Kersten appraising is Sept 20

3. Green Felt Club – new officers elected would like 4th pool table. The Director has let them know the open space is needed for other programs that occur and the 4th table will come with an expansion.

C. Director's Comments

1. Strategic plan group is waiting for information from Friends of the Library on the process they took. The Strategic Plan group feels the City Attorney should review the documents to protect city interests. The Director will proceed after learning what precedent was set with the Friends of the Library.

2. The County Dining Center Criteria meetings did not occur due to schedule conflicts.

3. The Director attended the Southeast WI regional transportation meeting. The group Mrs. Kiener participated in felt that more communities would benefit with a community only taxi such as Port has. There was not a direct representative from the City Taxi at the meeting. The City Administrator is completing the survey. The information will be shared when received from the regional office.

4. County Aging Plan meeting was held. The Senior Centers asked to be a referral group for the development of any wellness for the programs already existing.

7. Mr. Matthews moved to adjourn at 8:15 PM.

Respectfully submitted,
Catherine Kiener