

**CITY OF PORT WASHINGTON  
COMMISSION ON AGING MINUTES  
Monday, August 13, 2012**

Present: Suzanne Bruner, David Owens, Edie Webb, Steve Broyles, JoAnn Stade, Alderman Doug Biggs, and Catherine Kiener, Director; Sally Schirk-Ehrlich and Mayor Tom Mlada.  
Public: none

Meeting was called to order at 7:00 PM

***Corrected July minutes in italic***

1. A motion to approve the minutes was made by Ms. Stade with a second by Mrs. Webb. The corrections of the minutes from June included under New Business 4 B. should read: “ The *feedback forms from Mrs. Bruner for the County aging plan should be returned by July 9<sup>th</sup>*. “ Also under the Director’s comments: 5B “2. *Trips going out as scheduled*” deleting C. the 2 sentences as they were from the May meeting and adding the June notes regarding vacation time for Director. Motion carried.

2. Financial Summaries

Mr. Owens moved to approve the Senior Center June and July summaries. Second on the motion by Mrs. Webb. Discussion on the balance for Port State bank in June it was less than May which was due to a correction by the bank for a check written one way as 118 and another as \$18 and the correct amount was \$18. Mrs. Schirk-Ehrlich asked for clarification on the signage for the no hand gun signs. Motion carried.

The city bills were reviewed up through July. Alderman Biggs suggested keeping a close eye on the budget lines to alleviate going over in Assistant wages due to running at 80% of electric and 30% of heating. Discussed utility budgets for 2012 were prepared off of only 2 or 3 months of actual use by the Center of the building. Mrs. Kiener stated that recently, one furnace seems to be resetting itself to cool lower than what is set. Ms. Stade questioned the conference budget which is slightly over and it will be offset by savings in miscellaneous line. Mr. Owens moved to approve the City bills and Mrs. Schirk Ehrlich seconded the motion. No further discussion; motion carried.

3. Unfinished Business

A. Alderman Biggs noted that Council decision is needed due to the contract being with the City even though funds are donated. Mrs. Kiener overviewed the process of 3 local electrical firms invited to bid and only 2 came to review and submit bids by deadline. Ms. Stade moved to approve and Mr. Broyles seconded the motion. Discussion occurred on the permit. Motion carried.

4. New Business

A. Alderman Biggs updated on hwy 33 signage problems and the marketing and communications committee. Alderman Biggs will Chair the new committee and the group wants to market the idea of live, play, work, and visit Port and improve communication to City residents.

^ B. Capital Budget: the copy machine is on last months for supplies if repairs are needed. The copy machine from City Hall has its concerns. Mayor Mlada suggested looking up the number of copies made per month. The Center would like a color copier and Ross Imaging is working on quotes to use in the budget process.

C. The budget preparation directions are in from the City Administrator.

5. Director's Report

A. The Senior Board selected Thurs. Dec 6 as the Christmas luncheon date.

B. The Center is hosting a city tour in August and September.

2013 Trips are being planned

Ice Cream Social is Aug. 30 at Rotary Park if you can plan to attend.

New Horizons Band will be the 40<sup>th</sup> Anniversary Senior Center Month Event on Thur. Sept. 29 at 12:45.

C. Director Comments: Vacation time in August; insurance case will have deposition end of the month; back door lock repair

Meeting adjourned at 8:20 PM