

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, September 11, 2017**

Present: Suzanne Bruner, Edie Webb, David Owens, Pat Poole, and Catherine Kiener, Director
Alderman John Sigwart, Sally Schirk-Ehrlich and Beth Smyth.

Excused:

Meeting called to order at 6:05 p.m.

1. Edie Webb moved to approve the June 12, 2017 minutes; Suzanne Bruner seconded the motion. Motion carried.
2. No public comments.
3. Review & Approve Financials:
 - A. David Owens moved to accept Senior Center Financial Summary for July & August and Edie Webb seconded. The director noted no unusual expenses; no further questions. Motion carried.
 - B. Second quarter bills spend down summary dispersed have been processed to the city for payment. Director reviewed the form for Alderman Sigwart as it is the first time for him to see it. John Sigwart made a motion to accept and Edie Webb seconded. No further discussion. Motion carried.
4. Unfinished Business
 - A. Approve numbers for sub-committee on renovations – 5 people recommended. Amount in place for project is \$5,000 - \$10,000 for east side project - to use money remaining in lease budget. Any unused funds, the Director will ask to be rolled over for 2018 budget.
5. New Business
 - A. Budget A & b due to 501-C3 status of AMP. The grant funds requested for 2018 are for programs that are a 501-C3 organization. So one budget has AMP in it and one does not. David Owens made a motion to approve the budgets based on how the city determines to handle the AMP funds and Sally Schirk seconded. Discussion: The Director updated on set increases for utilities and wages. She noted that the health insurance number was a 10% increase as the City administrator noted it was not set yet. There was discussion on the capital budget items based on the 2017 amount that will be requested to carry over if not utilized. The interior painting work; new computer to replace the refurbished unit, and consider in 2018 replacing 7 yr old copy machine due to life expectancy of the machine. Other line items were either increased 2% or the recommendation from the city administrator. General discussions and compliments on completing the budget. Motion carried.
 - B. Elected Official Report:
Covered the plan of replacing Alderman Biggs who resigned;
Sept. 19th – meeting to decide – majority; 21st – published in Press;
Oct. 6th – deadline – appoint or wait
Main Street program needs volunteers. Pebble house volunteer.

Sentry store was discussed as to the facts on hand; idea on table to put specialty grocery Store and/or incorporate a TIF project – 10,000 square feet for city.

C. Review building use with county tabled to October meeting

6. Director's Report:

A. Senior Center Board Item[s]- The Director discussed groups needing a review of etiquette due to overlapping times of space and how to respond.

B. Upcoming Events.

1. September 28 the events to celebrate Senior Center Month (theme is Masters of Aging) and the 45th Anniversary of the center begin at 10:30AM, special lunch, then Music by Mark

2. All are set with registrations open

3. Aging Mastery Program Oct. 12 will be a 6-week program instead of a 10-week program.

C Director's Comments:

1. The grant applications are being worked on

2. Director's annual conference training with WASC is first week in October

Meeting Adjourned approximately 7:30 p.m.

Next meeting October 9, 2017