

**CITY OF PORT WASHINGTON  
COMMISSION ON AGING MINUTES  
Monday, February 12, 2018**

Present: Suzanne Bruner, David Owens, Edie Webb, Alderman John Sigwart, Pat Poole and Catherine Kiener, Director.

Excused: Beth Smyth, and Sally Schirk-Ehrlich

Meeting called to order at 6:00 p.m.

1. Suzanne Bruner moved to approve the January 8, 2018 minutes; Edie Webb seconded the motion. Motion carried.
2. No public comments.
3. Review & Approve Senior Center Financial Report for January 2018:
  - A. David Owens moved to accept Senior Center Financial Summary for January, Edie Webb seconded. Motion carried.
4. Unfinished Business
  - A. Environmental Maintenance Position: The Director reported there have been no applications for the position. Commission members suggested having a central facilities position. David Owens moved to suggest to the Council a centralized maintenance position that would handle the Center needs and another facility. Alderman John Sigwart seconded the motion. Discussion on the motion included the reason for it is due to the environmental maintenance position for the Center alone has too few hours. Another comment was it could improve consistency and reduce staff turnover. Motion carried unanimously.  
The Commission discussed the Director balancing aspects of the Assistant position from October until Sarah Van Dorn started January 24 that the hours of work created to retain level of service should receive compensation. Alderman John Sigwart moved to compensate the Director for the time, Edie Webb seconded the motion. Motion carried.
5. New Business
  - A. Elected Officials Report  
The City 2018 Salary resolution passed the Council. Alderman Sigwart brought the Marina shores concept to the Commission as a new project being considered in the city.
  - B. Building concerns that have been an issue: First, The restroom on 1<sup>st</sup> floor not getting heat. Mueller Heating has reviewed on 2 calls and can find no answer. Alderman Sigwart suggested calling J & H to look at the furnace. The second issue is a light going bad on 1<sup>st</sup> floor and due to the height of the ceiling; an electrical contractor is usually called. There is also a problem with a fixture over a pool table. J Miller has been called but over a 2-3 week period has not been able to commit to a repair time. Alderman Sigwart suggested a call to John Thill as he is working independently and has done work for the city. The third concern is the ramp corner is a blind spot. Several members suggested to the Friends of the Center buying a Safety mirror. The Friends asked the Director to bring to the Commission on Aging as it falls within the building maintenance handled by the city. Director Kiener has bound several options from a vendor the Center uses. The cost is under \$75.00 for a half dome. Alderman Sigwart agrees that should be

the style to try. The fourth issue is with no maintenance staff, the county supplies to the dining site leave quite a few large recycle boxes for the city staff to manage with only a household size recycle bin. The Director will ask the county to send boxes back to their location with larger recycle bin and add to changes for the 2019 building agreement.

- C. City Technology Plan – this year the city will be installing its own server. The Center will also be included. More information is to come in March.

6. Director's Report:

A. Senior Center Board Item[s]

- 1. Membership renewal. January 9 was the renewal date. There are 200 non- renewals to date. The March newsletter will be held and the February non-renewal letter will remind many to change so it is anticipated at least half will renew before March newsletter is mailed.

B. Upcoming Events:

- 1. February: the Valentine's Party has 70 registered
- 2. March: Chili/Soup Supper with memorial 8-ball tournament and bingo is set for the 19<sup>th</sup>. A previous volunteer attending Concordia for event management is assisting with the planning.

A St. Pat's party with Friends donating the cost of the entertainment has been set for the 15<sup>th</sup>. County and Center staff are working to secure a local restaurant to provide corned beef and cabbage with the caterer providing the remaining items.

The last class of Hatha Yoga with Bruce Van Dyke as instructor will begin end of March. The Friends is supplementing the cost for all the March/April wellness classes for a 45<sup>th</sup> Anniversary gesture to members.

C. Director's Comments:

- 1. A new Instructor Form has been developed for the paid instructors. This is a policy that will be in place to assist with the development of policies for a future application for accreditation.

Meeting Adjourned approximately 7:20 p.m.

Next meeting March 12, 2018