

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, Aug 20, 2018**

Present: Pat Poole, Suzanne Bruner, Alderman John Sigwart, Beth Smyth, and Catherine Kiener,
Director.

Excused: Pat Kindschy, Sally Schirk-Ehrlich

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

1. Alderman John Sigwart moved to approve the July 9, 2018 minutes with a correction to the minutes: Cardinal Construction project – delayed at this time. The new City planner starts July 16th. Suzanne Bruner seconded the motion. Motion carried.
2. No public comments.
3. Beth Smyth moved to accept the July Financial Summary, Alderman Sigwart seconded the motion. No further discussion; motion carried.
4. Unfinished Business
 - A. Staff Position update – there was one application from the July ad. An interview will be scheduled.
 - B. The center computers were updated to Microsoft 360. So far things going okay but there are 2 email inboxes to be checked. There are still glitches with the overall conversion for the City. Director sending out notices to regular groups/contacts that the email is changed.
 - C. The interior painting invitational bids went out to 3 local painters; bids will be reviewed at the next meeting.
5. New Business
 - A. The 5-year capital budget was reviewed. The main items are the building improvement for a lift at the back entrance and the review of angle parking on Webster with some of the hill landscaping changed. A new copy machine was included as well as a shed and snowblower. Commission members agreed main points at this time were considered. Pat Poole moved approval of the 5-year plan; Beth Smyth seconded the motion. No further discussion, motion approved.
 - B. Alderman Sigwart reported there is no changes on the Blues Factory project nor from Cedar Vineyard projects. There are no major city events to report on.
 - C. The Director has done preliminary budget work and requested some staffing comparable from another senior center in a county seat community of similar size. The initial review is the Center for its visits is under staffed and it will be addressed in the budget. The basic budget guidelines for utilities and wages will be incorporated.
6. Director's Report:
 - A. The Board did not meet in August and at the next meeting will deal with a board member vacancy.
 - B. Upcoming Events:

1. The Concert in the Park is Thur. Aug. 23, please attend if you can.
 2. Coffee with the Mayor is Sept 13 and the Director will be speaking at the State Aging Conference, so help will be needed for the event. The Grant Assistant is checking her schedule to help cover.
 3. National Senior Center month is September: Senior Centers building Momentum is the theme nationally. The Center will use: Building Momentum with Music and host Alex Chilsen on Thur. Sept. 27
 4. Classes – Fall art classes in Sept start with the class by L. Barber.
- C. Director's Comments: the 2018 budget for Conferences was originally submitted to include money for the NRPA Conference. The final budget did not include the National Rec and Park Association Conference in Indianapolis so the Director is not attending this year. The Director wanted to attend it for CEU's.

Meeting Adjourned approximately 7:05 p.m.
Poole for September)

Next meeting September 10, 2018 (Excuse Pat