

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
October 11, 2012**

- A. Meeting called to order at 7:53 AM by Chairman J. Klundt.
- B. Present: Joyce Klundt, John Ruck, Peg Malueg, Lee Murphy, Sue Steffen, Jean Wollerman, Mary Lueke, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from September 13, 2012 made by S. Steffen and seconded by M. Lueke. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Senior Center Older Adult Director Jean Wollerman reported on the number of visits to the center during the month of September. The visits declined by about 60 from Aug. but were still greater than the previous 5 years for September. The GWAAR award for organizational excellence was shared with the committee. October's newsletter was shared. The senior center is going to participate in the downtown Halloween bash on October 25th. The annual center Christmas party is scheduled for Dec. 11th to be held at the senior center. J. Wollerman also discussed concerns she has had with senior center participant behaviors and the negative impact that has on senior citizens visiting the center. S. Nett discussed there is a policy in place to address behaviors that are offensive to other participants. The policy will be reviewed and may be brought back to the committee for revision if needed.
- E. New Business
1. YMCA Contract Renewal for Operations of Senior Center for 2013 was reviewed by the committee. There are no changes to the contract language. The only revisions are the contract dollar amount and the effective contract date. The contractual fee is down \$200 from 2012 to \$88300. Motion to forward to the common council for approval made by J. Ruck and seconded by J. Klundt. Motion carried.
 2. Review of Newsletter subscription Fees. J. Wollerman discussed the current cost of developing the monthly newsletter which is done by a YMCA employee. That cost is \$4484 or which \$3500 is staff time. There are currently 257 subscribers at \$5 per year. Committee members discussed the pros and cons of increasing the subscription fee by .50 a year. Motion made by P. Malueg and seconded by L. Murphy to keep the subscription fee at its current amount of \$5 per year. Motion carried.
 3. Review of Newsletter Ad Fees. J. Wollerman discussed the current ad price for the newsletter and questioned if the newsletter ad fees are adequate. Committee members discussed the newsletter is a very cost effective way to reach senior citizens with ads that are appropriate to that age group. Motion made by P. Malueg and seconded by S. Steffen to increase the yearly ad fee for a small ad from \$144 to \$150 and to increase a large ad fee from \$288 to \$300. Motion carried.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

F. HELD OVER BUSINESS

1. Discussion – Architectural Design Project. S. Nett discussed that she and Greg Keil requested a second preliminary design estimate from another party. No information was given as to who gave the initial preliminary design estimate. The second estimate came in approximately \$122000 less. The committee discussed possible next steps. S. Nett indicated she was informed the architectural design project will have to be formally bid and an appropriate cost for the architectural design would be on average \$9950. This amount has been placed in the budget proposal for the senior center 2013 budget. Motion made by J. Ruck and seconded by L. Murphy the committee on aging go on record in support of continuing this project for the safety of the senior center participants and request the common council approve the requested amount for the architectural design project in the 2013 budget for the senior center. Motion carried.
2. Open House Discussion. The open house has been finalized for October 17th from 6 PM to 7:30 PM. An announcement has already been placed in the council packet for the previous council meeting on October 1, 2012. Committee members volunteered to bring in light refreshments.

G. Motion to adjourn at 9:50 AM made by L. Murphy and seconded by S. Steffen. Motion carried. Next meeting November 8, 2012.