

Agenda  
SENIOR CITIZENS COMMITTEE  
Monona Senior Center  
**Monona Room**  
1011 Nichols Road  
Monona, Wisconsin

AGENDA

Wednesday, July 22nd, 2020

**1:00 P.M.**

Remote Teleconference Meeting via ZOOM

**NOTICE OF ELECTRONIC MEETING**

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020, and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the end of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order
2. Roll Call
3. Approval of Minutes from August 27th, 2019
4. Appearances
5. New Business
  - A. 2021 – 2025 Capital Budget proposal for Monona Senior Services
6. Reports
  - A. Chairperson's Report – Alderperson, Molly Grupe
  - B. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
  - C. NewBridge Report – Jim Krueger, Fund Development Director and Katie Gallagher, Marketing Director
  - D. Monona Senior Center Report – Diane Mikelbank, Director
7. Miscellaneous Business –

8. Next Meeting Scheduled: August 5<sup>th</sup> at 2:30 p.m.

## 9. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andruz at (608) 222-2525 (not a TDD telephone number), FAX (609) 222-9225, or through the City Police Department TDD telephone number 222-2535.

This public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information about or speak on a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Monona Senior Center  
SENIOR CITIZENS COMMITTEE

MINUTES  
August 27th, 2019  
5:00 P.M.

The meeting of the Senior Citizens Committee for the City of Monona was called to order by chairperson, Molly Grupe at 5:00 p.m.

PRESENT:

Chairperson Alder Molly Grupe, John Anderson, Steve Halverson, Glenn Vosberg, Gwen Feit, Peggy McDonald and Sara Whalen

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director  
Jim Krueger, NewBridge Madison

ABSENT: none

APPROVAL OF MINUTES:

Minutes of the June 27th, 2019 meeting were approved on a motion made by Gwen Feit and seconded by Peggy McDonald to approve the minutes. Motion carried.

APPEARANCES: None

NEW BUSINESS:

A. Approval of 2020 Operating Budget for Monona Senior Services

Diane Mikelbank reviewed the 2020 proposed operating budget including the following increases:

- Office Supplies, \$540 to accommodate the new copy machine monthly maintenance charge as well as an increase in cost for color copies
- \$2,166 increase for Contracted Senior Services to allow for a 3% cost of living increase for Case Managers and their health insurance as well as outreach hours at the Senior Center monthly
- \$192 increase for the Home Chore program to allow for a cost of living increase for the Home Chore Coordinator
- \$217 increase for the RSVP ride scheduler and their increased expenses.

Steve Halverson made a motion to approve the 2020 Operating Budget for Monona Senior Services. This motion was seconded by John Anderson. Motion carried.

REPORTS:

- A. **Chairperson’s Report** – Alderperson Grupe shared that the Riverfront development is moving along. She discussed the plan for the intersection of Winnequah and Bridge with the tentative time-line for completion. Alder Grupe also mentioned that the Ped/Bike Plan Report is out. 70% of families whose children attend Winnequah School live within two miles of the school, however, only 13% walk to school. This statistic is telling to the “walkability” of the area and where improvements can be made.
- B. **NewBridge Report** – Jim Krueger shared that they are working on a program to help low income seniors who run out of food. The program is a food pantry delivery program run with the help of RSVP. Eligible seniors need to be at 125% of the poverty level or below, meet with a case manager so they can discuss food options and a driver will deliver items to them once each month. They are hoping to serve 60 seniors in the first year, knowing that this could be a temporary situation for some and for others a more permanent service.  
In addition, they are working on a developing an exercise class for Spanish speakers.
- C. **Monona Senior Center Report** – Diane Mikelbank shared attendance statistics. She also shared a follow up on quote numbers for the color copier for the Senior Center’s Capital Budget in 2020. September is Senior Center month so there is a lot going on. There was also some discussion regarding the possibility of the Senior Center not have access to the Lounge for the summer of 2020 so the children’s summer camp can use that space. Ideas of alternate spaces were discussed.

MISCELLANEOUS BUSINESS: Transit Solutions is running an Activity Bus Monday through Friday to various places including museums, shopping, movies and shopping. Seniors pay a donation to ride.

NewBridge Madison will be speaking at the Monona Senior Center on Thursday, September 26<sup>th</sup> about their programs and services.

NEXT MEETING: TBD

ADJOURNMENT: A motion to adjourn was made by Gwen Feit and was seconded by John Anderson. Meeting adjourned at 5:56 p.m.

Respectfully submitted,

*Diane Mikelbank*

Diane Mikelbank, Director  
Monona Senior Center

	<b>TOTAL</b>	<b>GO BONDS</b>	<b>TIF</b>	<b>SEWER BONDS</b>	<b>OTHER REVENUE</b>	<b>STORM WATER RESERVES</b>	<b>WATER BONDS</b>
<b>2021 PROJECTS</b>							
Senior Center Signage	5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Painting	3,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b><u>8,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>2022 PROJECTS</b>							
Touchscreen, Mobile Scanner	3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Entrance Vestibule	5,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b><u>8,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>2023 PROJECTS</b>							
Tile Floor Replacement	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>2024 PROJECTS</b>							
	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

- - - - - - -

Total

- - - - - - -

2025 PROJECTS

- \$ - \$ - \$ - \$ - \$ - \$ -  
- - - - -  
- - - - -  
- - - - -

Total

- - - - - - -

**City of Monona**  
**CAPITAL IMPROVEMENTS REQUEST FORM**

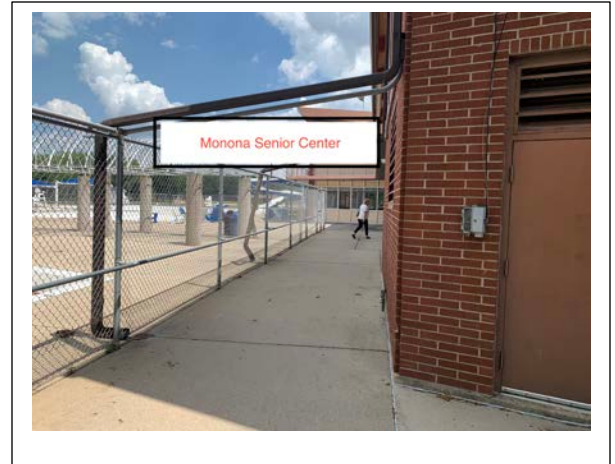
1. **Project Name:** Signage – Senior Center Wayfinding
2. **Year Proposed:** 2021 Rank: 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

With the addition of summer camp and after school care in the Monona Community Center, the desire is for visitors of the Senior Center to use one of the lower level entrances so as not to enter the upstairs lobby. During the summer of 2020, the main entrance of the Community Center has remained locked and I quickly realized how many of our visitors and especially first-time guests use the front door – frankly, it is the only door to the building that is visible from the parking lot. To assist with wayfinding to the South entrance of the Senior Center, additional signage can be of great help to direct people. The attached rendering shows pictures of locations of signs that would be of help.

6. **Future Cost (maint, staff cost, etc)**  
None
7. **Total Project Cost:** \$5,000 (currently waiting on official quote)

# Proposed Renderings of wayfinding signage at Monona Community Center

## Directing visitors to Monona Senior Center



A sign similar to this would be placed in the front of the building, by the main entrance. This way, if anyone parks in front, they sign will direct them to the left for the lower level entrance.





**City of Monona**  
**CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Painting Interior Walls of Senior Center
2. **Year Proposed:** 2021            **Rank:** 2
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The Senior Center interior walls were last painted in 2003. In order to keep things looking fresh and clean, we will have all interior walls painted. I moved this to 2021 to take advantage of the potential lower numbers of participants in the beginning of 2021 due to the pandemic.

6. **Total Project Cost: \$3,000**

Component Costs:

This estimate may be high. In 2003, this painting project cost \$2,000.

**City of Monona**  
**CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** MySenior Center Upgrades  
(Touchscreen, Touchscreen Scanner, Key Tags)
2. **Year Proposed:** 2022                      Rank: 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Since we started using the MySeniorCenter system in 2014, we have really tried to use many of its features to do our jobs more efficiently. By 2020, it was recommended we be prepared to replace the touchscreen monitor and scanner. We have pushed back the replacement as the touchscreen had minimal use during the pandemic. Keytags are lasting our participants about 3 years, so we will be needing to replenish our supply.

6. **Total Project Cost: \$3,000**

Component Costs:

A.	Hand-held Scanner with USB Cable =	\$820.00
B.	Key Tags =	\$290.00
C.	New Touchscreen monitor =	\$1,450.00
	<u>Total:</u>	<b>\$2,560.00</b>

**Xavus Solutions**  
PO Box 55071 #30713  
Boston, MA 02205-5071  
5088344113  
tina@myseniorcenter.com



# Quote

**ADDRESS**

Diane Mikelbank  
Monona Senior Center  
1011 Nichols Road  
Monona, WI 53716

**QUOTE #** s-090917-6253  
**DATE** 07/20/2020  
**EXPIRATION DATE** 12/31/2020

ACTIVITY	QTY	RATE	AMOUNT
Lenovo 22" All in One Computer/Touchscreen with MySeniorCenter Touchscreen Application includes 1-Year Lenovo Warranty. The warranty is an agreement between the customer and Lenovo; MySeniorCenter is not responsible for any defects with this computer. - FOR REPLACEMENT ONLY	1	1,450.00	1,450.00
MySeniorCenter Hand-held Scanner with USB cable, MySeniorCenter synchronization software license and one hour of web-based training	1	820.00	820.00
MySeniorCenter Standard Green and White Tags - in blocks of 300	2	145.00	290.00
Annual maintenance fee in subsequent years will increase by \$100 for the additional Handheld Scanner listed above. The new annual maintenance fee of \$1700 will begin on December 10, 2021 if purchased in 2020. Any future changes to the configuration may increase the annual maintenance fee. Maintenance includes updates to the software, access to technical support, nightly database backups and periodic web-based refresher training.	1	0.00	0.00

Please sign and fax back to 508-834-4125 (or scan/email to tina@myseniorcenter.com).

TOTAL

**\$2,560.00**

Accepted By

Accepted Date

**City of Monona**  
**CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Outdoor Vestibule
2. **Year Proposed:** 2022 Rank:2
3. **Requested By:** Diane Mikelbank
4. **Prepared By:** Diane Mikelbank
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The Senior Center has two entrances on the lower level. Both entrances have doors that open directly into programming or shared space. Year round, heated or conditioned air goes directly out of the Senior Center causing great fluctuation of temperatures as well as inefficiency. This proposal is to add an outdoor vestibule to at least one entrance of the Senior Center, offering a buffer for the outdoor to diminish the effect on the indoor temperatures with each opening of the door. These outdoor vestibules are a less expensive measure that can improve the efficiency and comfort in the Senior Center

6. **Future Cost (maint, staff cost, etc)**  
Hopeful for decreased energy costs.
7. **Total Project Cost:** \$5,000 – waiting on an estimate

## Examples of Outdoor Vestibules

