



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Commission on Aging
Monday, November 4, 2024 at 6:00 PM
Port Washington Adult Community Senior Center
403 W. Foster Street,
Port Washington, Wisconsin 53074

AGENDA

1. Roll Call

2. Consent Agenda

- a) Approve Minutes of Previous Meeting
- b) Accept 3rd Quarter Budget

3. Public Comments/ Appearances

Your comments on agenda items are welcome. Please limit public comments to three (3) minutes. If you need more time, contact the Director of Senior Life Enrichment and Outreach.

4. Discussion and Possible Action on Formal Update to Center's Hours of Operations

5. Discussion and Possible Action on Entering into Service Agreement with LPI

6. Chairperson's Updates

7. Director's Updates

8. Next Meeting: Monday, December 2, 2024

9. Adjournment

Committee Members: Deborah Postl, Patricia Kindschy, Pat Poole, Alex Riehle, Sheryl Roberts, Beth Smyth, Angela Willms

Staff Liaisons: Diane Chilinski, Emily Blakeslee

Special Accommodations: *Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or cityclerk@portwashingtonwi.gov at least one (1) business day prior to the meeting.*

Notice of Possible Quorum: *Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Commission on Aging Meeting
Monday, October 7, 2024 at 6:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Common Council Chambers

MINUTES

1. **Roll Call** – Assistant City Administrator Emily Blakeslee convened the meeting of the Commission on Aging at 6:00 PM. Members present were Alderperson Deborah Postl, Patricia Kindschy, Pat Poole, and Alex Riehle. Member Angela Willms was excused and Beth Smyth was absent. Also present was Director of Senior Life Enrichment & Outreach Diane Chilinski.
2. **Approve Minutes of Previous Meeting** – MOTION MADE BY RIEHLE, SECONDED BY ALD. POSTL TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Approve Chairperson for 2024-2025 Term** – ACA Blakeslee asked for nominations to fill the vacated chairperson role for the remainder of the term. Ald. Postl nominated Riehle as Chairman for the remainder of the 2024-2025 term. Riehle accepted the nomination. MOTION MADE BY ALD. POSTL, SECONDED BY KINDSCHY TO APPROVE RIEHLE AS CHAIRPERSON FOR THE 2024-2025 TERM. Motion carried unanimously.
4. **Public Comments/Appearances** – A request was made to move Public Comments forward which Chairperson Riehle granted. Ann Lorge spoke to thank the commission, explain her removal from the commission, and to wish the commission the best of luck moving forward.
5. **Discussion on Senior Center Programming** – Chilinski gave an update on her first couple of weeks in her role as Director of Senior Life Enrichment & Outreach. Discussion was had regarding the role of volunteers, classes and events offered at the center, the future of the newsletter, and an update on upcoming events. Chilinski also discussed the potential for a new data software to track member activity.
6. **Chairperson’s Business** – None.
7. **Members/Liaisons’ Business** – Ald. Postl spoke to express her honor and excitement on being appointed to the Commission.
 - a) **Director’s Report** – None.
8. **Next Meeting:** Monday, November 4, 2024
9. **Adjournment** – MOTION MADE BY ALD. POSTL, SECONDED BY KINDSCHY TO ADJOURN AT 6:09 PM. Motion carried unanimously.

Respectfully submitted,
Emily Blakeslee, Assistant City Administrator

2024 QUARTERLY BUDGET REPORT - SEPTEMBER 30, 2024

SENIOR CENTER

	REVENUES	Hard coded		YTD	PROJECTED	BUDGET	YTD %	PROJECTED %	NOTES
		12/31/22	12/31/23	09/30/24	2024	12/31/24	BUDGET	BUDGET	
01-90-44619-000	SENIOR CITIZENS-LOCAL MEMBER	(9,309)	(11,154)	(8,532)	(8,800)	(11,000)	77.6%	80.0%	
01-90-44619-100	SENIOR CITIZENS-OTHER MEMBER	-	(500)	(1,962)	(2,100)	(500)	392.4%	420.0%	
01-90-44620-000	SENIOR CENTER-CLASS REVENUE	(11,786)	(8,391)	(8,890)	(10,000)	(8,000)	111.1%	125.0%	
01-90-44621-000	SENIOR CENTER-TRIP REVENUE	(37,973)	(43,737)	(31,985)	(34,000)	(40,000)	80.0%	85.0%	
01-90-44622-000	SENIOR CENTER-EVENT REVENUE	(6,931)	(11,735)	(10,643)	(12,000)	(9,000)	118.3%	133.3%	
01-90-44623-000	SENIOR CENTER-SPONSOR REVENUE	(1,925)	(3,035)	(2,540)	(2,540)	(3,000)	84.7%	84.7%	
01-90-44624-000	SENIOR CENTER-DONATIONS	(1,165)	(2,204)	(853)	(1,000)	(500)	170.7%	200.0%	
01-90-44625-000	SENIOR CENTER-ADMIN & OPERATIO	(3,539)	(3,459)	(872)	(1,000)	(3,000)	29.1%	33.3%	
01-90-47000-000	SENIOR CENTER-MISC. REVENUE	(16,176)	(13,130)	(6,806)	(9,330)	(13,000)	52.4%	71.8%	
	TOTAL REVENUES	(88,803)	(97,346)	(73,082)	(80,770)	(88,000)	83.0%	91.8%	
	EXPENDITURES								
01-90-55130-100	SENIOR CITIZENS-WAGES W/BENEFI	65,076	62,843	75,969	95,000	63,250	120.1%	150.2%	
01-90-55130-110	SENIOR CITIZENS-WAGES PARTTIME	18,753	25,141	26,284	36,000	27,000	97.3%	133.3%	
	SUBTOTAL WAGES	83,828	87,983	102,253	131,000	90,250	113.3%	145.2%	
	SUBTOTAL BENEFITS	35,511	34,710	17,927	25,850	30,685	58.4%	84.2%	
01-90-55130-310	SENIOR CITIZENS-ELECTRICITY	4,938	5,036	3,570	5,200	5,000	71.4%	104.0%	
01-90-55130-320	SENIOR CITIZENS-GAS HEATING	4,562	4,076	2,069	4,000	4,000	51.7%	100.0%	
01-90-55130-330	SENIOR CITIZENS-WATER	540	826	508	800	750	67.8%	106.7%	
01-90-55130-340	SENIOR CITIZENS-TELEPHONE	4,183	4,774	3,423	4,000	3,500	97.8%	114.3%	
	SUBTOTAL UTILITIES	14,223	14,713	9,570	14,000	13,250	72.2%	105.7%	
01-90-55130-800	SENIOR CITIZENS-CLASSES	8,395	8,539	7,125	7,800	6,000	118.7%	130.0%	
01-90-55130-850	SENIOR CITIZENS-TRIPS	40,825	42,778	22,079	28,000	38,000	58.1%	73.7%	
01-90-55130-855	SENIOR CITIZENS-EVENTS	11,282	19,680	16,213	18,000	16,000	101.3%	112.5%	
	SUBTOTAL ACTIVITIES	60,503	70,998	45,417	53,800	60,000	75.7%	89.7%	
01-90-55130-370	SENIOR CITIZENS-SUPPLIES	8,385	8,961	6,023	7,500	10,000	60.2%	75.0%	
01-90-55130-380	SENIOR CITIZENS-COPIER	3,966	3,196	4,207	6,000	4,000	105.2%	150.0%	
01-90-55130-390	SENIOR CITIZENS-MISCELLANEOUS	4,031	3,367	2,033	3,000	3,000	67.8%	100.0%	
01-90-55130-540	SENIOR CITIZENS-POSTAGE	3,507	3,881	2,134	2,400	3,000	71.1%	80.0%	
01-90-55130-620	SENIOR CITIZENS-BLDG MAINT	7,010	7,389	5,024	6,000	6,500	77.3%	92.3%	
01-90-55130-750	SENIOR CITIZENS-CONFERENCES	442	1,545	703	1,500	1,500	46.9%	100.0%	
	SUBTOTAL OTHER	27,341	28,339	20,125	26,400	28,000	71.9%	94.3%	
	TOTAL EXPENDITURES	221,406	236,744	195,292	251,050	222,185	87.9%	113.0%	

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Commission on Aging Committee

FROM: Diane Chilinski, Director of Senior
Life Enrichment & Outreach

DATE: November 4, 2024

SUBJECT: Discussion and Possible Action on Formal Update to Center's Hours of Operation

ISSUE: Should the normal hours of operation be formally amended to 8:30 am - 4:00 pm, Monday thru Friday?

STAFF RECOMMENDATION: Staff recommends formally amending the center's hours of operation.

RECOMMENDED MOTION: I move to recommend amending the Port Washington Adult Community Center's Hours of Operation to 8:30 am to 4:00 pm, Monday through Friday.

BACKGROUND/DISCUSSION: The advertised hours of operation of the center are Monday through Thursday, 8:30 am to 4:00 pm, and Friday 8:30 to 2:00 pm. Without a formal change to the hours, activities and events have been scheduled and conducted on Friday's after 2:00 pm. A formal change is requested at this time so that published and posted hours of operation are consistent with the current hours of operation.

STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability through Policies and Procedures.
2. **Impact on Strategic Direction:** This action is requested to align communicated timeframes with actual activities in the center.

LEGAL:

1. **City Attorney Review:** N/A
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

FISCAL IMPACT: N/A

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: N/A

PUBLIC OUTREACH: All publications will include the updated hours of operation. The hours posted on the Center's door will be updated to the new hours.

IF APPROVED, NEXT STEPS: See "Public Outreach" above.

ATTACHMENTS: None

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Commission on Aging Committee

FROM: Diane Chilinski, Director of Senior Life Enrichment & Outreach

DATE: November 4, 2024

SUBJECT: Discussion and Possible Action on Entering into Service Agreement with LPI

ISSUE: Should the City enter into an agreement with LPI to publish the Port Washington Adult Community Senior Center's monthly newsletter?

STAFF RECOMMENDATION: Staff recommends entering into agreement with LPI.

RECOMMENDED MOTION: I move to recommend entering into an agreement with LPI to publish the senior center's monthly newsletter. Or, I move to approve staff's recommendation.

BACKGROUND/DISCUSSION: The Port Washington Adult Community Senior Center currently spends \$1,500 - \$2,500 each month to draft and publish the center's monthly newsletter. LPI will seek advertisers on behalf of the city and publish the newsletter at zero cost to the city.

STRATEGIC PLAN:

1. **Strategic Direction:** Ranking Priorities to Identify Funding Sources.
2. **Impact on Strategic Direction:** This action provides an opportunity to explore new frontiers and identify more budget friendly opportunities for the city.

LEGAL:

1. **City Attorney Review:** No, but is required.
2. **Legal Comments & Conclusions:** Motions and approval must be contingent upon legal review
3. **Statutory References:** N/A

FISCAL IMPACT: Anticipated annual savings of **\$18,000-\$30,000 per year.**

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: Approval Recommended

PUBLIC OUTREACH: Newsletter distribution to be updated by Diane Chilinski, Director of Senior Life Enrichment & Outreach, in the months ahead.

IF APPROVED, NEXT STEPS: Attorney review, contract signing by Mayor/Authorized Personnel, and Implementation.

ATTACHMENTS: LPI Preliminary Contract



SERVICE AGREEMENT

This Agreement for a Newsletter is made **this 1st day of November 2024** by and between **LPi** (“Provider”) and **Port Washington, Westmont, IL** (“Customer”). The parties agree that the Customer will use Provider’s Service (“Service”) exclusively for this publication and shall provide content on a timely basis as described in the **Defined Terms** below.

Provider will provide complete and continuous Service in exchange for the Customer agreeing to distribute full publication in print and digital media to its members and hereby assigning to Provider all its rights to any advertising revenue from the Service and shall not grant other parties similar advertising solicitation rights, or rights to provide other advertising supported materials without consent of Provider. Every attempt will be made to deliver the Service in a timely manner; however, Customer acknowledges that Provider cannot be held responsible for delivery exceptions due to weather emergencies, strikes, natural disasters, or acts of God.

DEFINED TERMS:

1. Service Agreement Commencement Date: **March 1, 2025**
2. Term of Service: **3 consecutive service years**
3. Copy and Publication Due Dates: **Customer shall provide copy and Provider shall deliver each Publication Monthly. The parties agree that the Customer will use Provider’s services and shall provide content on a timely basis.**
4. Number of Pages: **20**
 - a. Number of Content Pages, Customer responsibility: **17**
 - b. Number of Advertiser Pages, Provider responsibility: **3**
5. Quantity: **Up to 750 each publication run**
6. Unique Digital Distribution: **Yes; # to be determined**
7. Publication Dimensions: **8.5x11; stapled**
8. Type of Paper: **Standard**
9. Color: **Full Color (4/4)**

VALUE ADDED SERVICES:

1. Customer will have unlimited access to Provider’s web-based service for content submission processes.
2. Use of Provider’s Content Widget for integration of fully composed publication on Customer’s website.
3. Administrative access to Customer page on Provider’s Online Directory site.
4. Unlimited access to *WeCreate*, a content and artwork resource to help produce vibrant communications (a \$499/yr. value) – our source for content and artwork to help produce a better service.

MUTUAL OBLIGATIONS:

1. Unless specifically provided for herein, Customer is not obligated for payment to Provider for Service. In lieu of payment, Customer authorizes Provider to solicit advertising sponsorship for the benefit of all parties. Customer acknowledges that Provider’s sale of advertising sponsorships creates a multi-party agreement, and that the relationships between advertiser and Provider are by and between each advertiser and Provider, and furthermore that those business relationships are the property of Provider. The parties understand and agree to be bound by these terms and conditions. This Agreement shall bind the parties, their successors, and assigns. This Agreement is not intended to supersede or modify other agreements.

2. Customer agrees to provide a list of vendors, preferred partners, or solid business leads for purposes of distribution of content and solicitation of advertising for the service.
3. Customer agrees to use Provider's Online Directory platform for digital distribution by uploading contacts themselves or sharing list with Provider for upload. These include both contacts receiving print publication as well and those receiving digital publication alone. Provider agrees to maintain confidentiality of all contact listings and only use them for contracted services between Provider and the Customer and shall treat all such information under Provider's data privacy statement found at lpicommunities.com/privacy-policy.
4. A **minimum of 1.5 ad pages or equal to one half of allotted ad pages** found in defined terms need to be secured at all times. If the advertising falls below this threshold, the Provider reserves the right to modify the defined terms to make this agreement beneficial to both the Provider and the Customer.
5. Customer also agrees to make every effort to provide an internet connection and workspace for the Provider's representative during scheduled sponsorship campaign(s).
6. **Customer agrees to cease distribution of any previous publication simultaneously with the delivery of any subsequent publication.**
7. *WeCreate, WeConnect*, and other brand items are brand identities and/or trademarks of the Provider. Provider reserves the right to upgrade, modify, suspend, or replace with like quality any aforementioned brand identity products during the Term of this Agreement.

RENEWAL:

Provider and Customer agree that at any date prior to the expiration of this Agreement, this Agreement may be renewed or revised on terms then mutually agreeable to both parties. If the Customer has not signed a new Agreement with Provider or notified Provider in writing of its decision to non-renew service at least 180 days prior to the expiration of the Term, the parties agree to then renew this Agreement for such a period and under such terms as are identical to those contained in this Agreement.

Prior to replacing the service provided by the Provider, Customer agrees to give the Provider the opportunity to match or exceed any other provider's offer before entering into an agreement with them.

Signed for Customer:

Port Washington Senior Center
 403 W Foster Street
 Port Washington, WI 53074
 (262)-284-5821

Signed for Provider:

LPi
 2875 South James Drive
 New Berlin, WI 53151
 (262) 785-1188

By: _____ Date: _____

By: _____ Date: _____

Teresa Perkins
 Communication Consultant