

Agenda  
SENIOR CITIZENS COMMITTEE  
MONONA COMMUNITY CENTER  
Monona Room  
1011 Nichols Road  
Monona, Wisconsin

AGENDA

Wednesday, August 4th, 2021  
**5:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from June 16th, 2021
4. Appearances
5. New Business
  - A. 2022 – 2026 Capital Budget proposal for Monona Senior Services
7. Reports
  - A. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts
  - B. Chairperson's Report – Alderperson, Molly Grupe
  - C. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
  - D. NewBridge Report – Jim Krueger, Executive Director
  - E. Monona Senior Center Report – Diane Mikelbank, Director
7. Miscellaneous Business –
8. Next Meeting Scheduled: TBD
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  
June 16th, 2021  
4:30 P.M.

The meeting of the Senior Citizens Committee for the City of Monona was called to order by chairperson, Molly Grupe at 4:33 p.m.

PRESENT:

Chairperson Alder Molly Grupe, Glenn Vosberg, Gwen Feit, Peggy McDonald and Judy Runk

ALSO PRESENT:

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

ABSENT: John Anderson, Steve Halverson

APPROVAL OF MINUTES:

Minutes of the August 18th, 2020 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. Suggestions/Potential Acts Related to Diversity, Equity and Inclusion

Alder Grupe explained that in an effort for Monona to be a more welcoming and inclusive environment for all people, City committees will include this topic on their agendas to keep the conversation going on what steps we can take to do this.

Senior Center staff have been working with NewBridge Madison to highlight their diversity and inclusion staff in their newsletter. Their focus is on black and Latinx older adults and they develop programs to meet their specific needs, focusing on wellness and exercise. The programs are open to anyone with the goal to help integrate these older adults into the community and advocate on services and programs to help them age gracefully.

REPORTS:

- A. **Chairperson’s Report** – Alder Grupe shared that the city continues to partner with Nehemiah to work on equity and inclusion. June 1<sup>st</sup> marked the City’s purchase of San Domiano, an attractive site to picnic and cycle on the property. The historic Frank Allis house is not in great shape so the City will conduct a study into the best way to move forward with the building. Gwen Feit reminded the committee of the space needs the Senior Center continues to have and encourages the City to keep this in mind for future land and other purchases.
- B. **NewBridge Report** – Jim Krueger shared an overview that in 2020, NewBridge was able to provide Case Management, Home Chore and Outreach. From March – Dec 2020, the number of seniors served in Monona increased by 20. They are responding to an increase in numbers of seniors with isolation and mental health issues. In the first quarter of 2021, they have had contact with 46 – 47 seniors in Monona. Currently, there is about a one-month wait for service. NewBridge now offers Mental Health services including assessment and referrals for all of Dane County. A licensed Clinical Social Worker and Registered Nurse are part of the program. Home Chore was on a significant pause through most of 2020 and they needed to hire agencies as they were able to in order to meet needs. The nutrition program has gone through a lot of transition and there are many changes happening over the summer including the introduction of meals at Hy-Vee one day per week. They are looking for additional locations to hold the nutrition program.
- C. **Monona Senior Center Report** – Diane Mikelbank asked for feedback on the quarterly reported that was used over the pandemic and the committee reported liking the new layout. In July, the Monona Senior Center will be re-introducing most programs but at a limited frequency though August. New signage at the Center is working as new participants are stopping in to see what the senior center has to offer. We are working on coordinating volunteer coverage once again as many changes have occurred with our volunteer staff.

MISCELLANEOUS BUSINESS: The Friends of the Monona Senior Center is planning Let’s Dance for October 3<sup>rd</sup>, 2021.

NEXT MEETING: TBD – The group would like to meet in person in July.

ADJOURNMENT: A motion to adjourn was made by Gwen Feit and was seconded by Glenn Vosberg. Meeting adjourned at 5:26 p.m.

Respectfully submitted,

*Diane Mikelbank*

Diane Mikelbank, Director  
Monona Senior Center



**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** 08/02/2021  
**EXPIRATION DATE** 08/02/2022

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.	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:** Family Bathroom Update
2. **Year Proposed:** 2023                      Rank: 1
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.)**

There is one restroom in the Community Center that has not been updated in over 20 years. The toilet requires extra care and instructions to hold the handle down for extended periods in order for a full flush to occur. I would like to see the toilet replaced as well as the sink. There is currently no counter space in the restroom – only the small sink. Offering a sink with a small area to put a bag or other personal item would be appreciate by users. One wall is tiled, so those tiles will be replaced as will the floor tile, which is dated and difficult to get clean.

6. **Future Cost (maint, staff cost, etc)**
7. **Total Project Cost:** \$10,000.00 I am still waiting on the arrival of the estimate.

**City of Monona  
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Outdoor Vestibule
2. **Year Proposed:** 2024 Rank: 1
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:** \$15,000



# QUOTE Q6982

“Monona Senior Center”  
September 15, 2020  
Prepared by Dan School  
school@barabooawning.com

**Baraboo Awning**  
1111 Walnut Street  
PO Box 57  
Baraboo, WI 53913

o 608-356-8303  
f 608-356-0140  
www.BarabooAwning.com

**Bill To**  
Dianne Mikelbank  
o 608-222-3415  
dmikelbank@ci.monona.wi.us

**Billing Address**  
Monona Senior Center  
Monona Senior Center  
1011 Nichols Road  
Monona, WI 53716

**Delivery Method:** Installation  
**Installation Address**  
Monona Senior Center  
1011 Nichols Road  
Monona, WI 53716

Qty	Description	Price
1	<b>Awnings</b> <b>Description</b> Notes: Fabricate and install canopy with fixed wall panels. Canopy will be 22' X 9' and 4' tall. The canopy will be welded aluminum frame covered with high quality awning vinyl. The canopy will have fixed walls. The walls will be made with welded aluminum and covered with high quality awning vinyl and clear vinyl windows. There will be a storm door to enter the canopy area. Price includes all materials and complete installation. The price does not include stamped engineered drawings or city permits if required.	\$13130.00

Notes	Total
To make a version 60' wide would cost \$27,253.00.	<b>\$13130.00</b>
Side entrance canopy, 7.5' X 9' would be \$1888.00	<b>Deposit</b> due at time of order <b>\$6565.00</b>
	<b>Balance</b> due upon completion <b>\$6565.00</b>

## Terms and Conditions

All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.

APPLICABLE SALES TAX WILL BE ADDED TO PROPOSAL PRICE

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days. Interest will be charged on late payments at the rate of 12% per annum.

Approved By:

on September 15, 2020

Customer:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date