

AGENDA  
CITY OF BERLIN  
COMMITTEE ON AGING MEETING  
**Tuesday, September 23, 2025**

BERLIN SENIOR CENTER. 142 WATER STREET  
MEETING IS OPEN TO THE PUBLIC & IS HANDICAPPED ACCESSIBLE

1. Call to Order/ Roll Call.
2. Pledge of Allegiance.
3. General Public Comments.
4. Approval of Minutes. RECOMMENDATION: Approve minutes from August 26, 2025 as presented.
5. Approval of Expenditures and Revenues. RECOMMEDNATION: Approve the Year To Date Expenditures and Revenues.
6. Center Hours and Staffing Update. RECOMMENDATION: Listen to presentation.
7. County Committee on Aging Update RECOMMENDATION: Listen to presentation.
8. New Business.
9. Old Business.
10. Adjourn.

**CITY OF BERLIN COMMITTEE ON AGING MEETING MINUTES**  
**26<sup>th</sup> DAY of August, 2025 10:00 AM**  
**Berlin Senior Center**

**The meeting was called to order by Chairman Ann Murphy at 10:00 AM**

**Roll Call:**

**Present:** Ann Murphy, Chairman (2028)  
Jimmy Jodarski, Vice Chair (2026)  
Paul Hanan, Secretary (2026)  
Susan Jungenberg (2026)  
Mary Hess (2027)  
Amanda Krause (2027)  
Victoria Hill, Council Liaison  
Jill Dittman, Acting Senior Center Director

**Excused:** Richard Lashbrook (2027)

**Murphy led the committee in the Pledge of Allegiance.**

**Public comments:** Bob Bonneville (President of the Friends of the Senior Center), commented that it is his personal opinion to install a “full time” director for the Senior Center, with a possible adjustment in Center hours. Jane Wagner (Chair of the Senior Center dining club) also commented that it would be beneficial if more interested parties became active in the Senior Center, as well as including additional activities to be incorporated in the monthly schedule. Joanne Guden commented that Dittman is doing a fantastic job, and interjected that the possible new hours from 9 AM to 1 PM be granted for the assistant, and 11 AM to 4 PM be scheduled for the director. Additionally, Guden would like to see the Senior Center remain open after 4 PM if possible. Dittman responded that the hours from 9 AM to 4 PM were ideal. Dittman also commented that she had no concrete opinion regarding a “full-time or part-time” director. Chuck Fehl commented that he believed the duties of the director require a “full-time” position, & that a “sense of humor” is of key importance. Hanan informed the group of the current Medicaid/Medicare phishing scam that has hit the Internet. Fehl ended the Public comments with the suggestion that the new director be hired on an hourly basis.

**Hanan made a motion to approve the prior meeting minutes, seconded by Hess, & carried by unanimous voice vote.**

Hanan made a motion to table the expenditures and revenues, a 2<sup>nd</sup> was voiced by Jungenberg, and carried by unanimous voice vote.

Jessie Balcom (the City of Berlin Administrator) informed the group that the current job position opening for the new Senior Center Director has not been determined as of yet, due to the "hourly Vs. salary" decision. Additionally, there is a consideration of renaming the new Director position from "Parks & Recreation Director" to "Senior Center & Recreation Facilities Coordinator," as the department has changed over the years. Jungenberg inquired as to the amount of time required to successfully operate the "Senior Center" versus the duties required for "City Parks and Recreation." Dittman responded that the May to September time allotment requires 25%, & the rest of the year requires 10% in relation to "City Services". Hill interjected that with vast amount of the required duties given to a director, a full-time position is ideal. Krause commented that a "part-time" individual would be stifling to the growth of the Senior Center. Hill responded to one of the 12 individuals in the gallery inquiring as to the discontinuation of certain services provided by the city, as the decision was primarily a "budget issue". Jodarsky interjected that anything but a full-time position would "Handicap" the Senior Center. Dittman agreed. Balcom then polled the committee as to their recommendation for the City of Berlin Common Council, with all members an agreement that a "full-time" Director is most desirable. Hess inquired as to the remuneration of the Directors position. Hanan stated that funds paid to the "Director" will be commensurate with their experience. Balcom also stated that there was some confusion over the prior years, in relation to the director and functions of the Director, with the explanation of why there should be a position "Title" name change. Hill recommended that the new position have "Director" in the title due to future city growth & bifurcation of departments. Hill & Jungenberg both agreed that additional non-scripted duties arise quite often, and only "Salaried" individuals should be considered.

There was no County Committee on Aging update, as there was no previous meeting. Their next meeting is scheduled for September.

New business: N/A

Old business: N/A

The meeting was adjourned by chairman Murphy at 10:37am.

Submitted by:  
PAUL HANAN  
C.O.A.Secretary



# Consolidated Statement of Activity -Revenue & Expense

## City of Berlin WI

### For 12/31/2025

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	Y-T-D Actual	Y-T-D Budget	Variance
<b>Revenues</b>			
100-40-43792-000 Senior Center Nutrition Grant	10,325.17	24,546.96	(14,221.79)
100-40-43793-000 Senior Transportation Grant	9,587.00	29,807.00	(20,220.00)
100-40-43794-000 Senior Transportation Copays	1,979.00	4,000.00	(2,021.00)
100-40-48220-000 Senior Center Rent	425.00	200.00	225.00
<b>Total Revenues</b>	<b>22,316.17</b>	<b>58,553.96</b>	<b>(36,237.79)</b>
<b>Expenses</b>			
100-40-54600-110 Senior Center Salaries	7,372.25	11,703.00	4,330.75
100-40-54600-120 Senior Center Wages	13,235.04	16,807.00	3,571.96
100-40-54600-130 Senior Center Health & Life Insurance	3,997.77	7,459.00	3,461.23
100-40-54600-133 Senior Center Other Employee Benefits	0.00	1,450.00	1,450.00
100-40-54600-220 Senior Center Utilities	8,889.90	17,000.00	8,110.10
100-40-54600-221 Senior Center Phone/Data	40.38	0.00	(40.38)
100-40-54600-310 Senior Center Office Supplies	660.28	1,500.00	839.72
100-40-54600-312 Senior Center Tickets and Transportation	0.00	0.00	0.00
100-40-54600-313 Senior Center Donation Expenditures	0.00	0.00	0.00
100-40-54600-320 Senior Center Publication Fees	1,005.54	1,300.00	294.46
100-40-54600-330 Senior Center Conferences and Training	220.00	500.00	280.00
100-40-54600-340 Senior Center Operating Supplies	2,539.50	2,500.00	(39.50)
100-40-54600-360 Senior Center Other Repairs & Maintenance	1,905.40	2,000.00	94.60
100-40-54600-390 Senior Center Miscellaneous	0.00	0.00	0.00
100-40-54600-501 Senior Center Social Security	1,215.66	1,768.00	552.34
100-40-54600-502 Senior Center MedicareE SS	284.27	413.00	128.73
100-40-54600-510 Senior Center Insurance Premiums	0.00	2,120.00	2,120.00
100-40-54600-650 Senior Center WRF 600	493.16	813.00	319.84
100-40-54610-110 Senior Center Transportation Salaries	7,372.01	11,703.00	4,330.99
100-40-54610-120 Senior Center Transportation Wages	11,078.39	20,872.00	9,793.61
100-40-54610-130 Senior Center Transportation Health & Life Insurance	3,122.84	7,504.00	4,381.16
100-40-54610-330 Senior Center Transportation Conferences and Training	0.00	0.00	0.00
100-40-54610-350 Senior Center Transportation Vehicle Maint & Parts	122.78	6,000.00	5,877.22
100-40-54610-390 Senior Center Transportation Miscellaneous	0.00	500.00	500.00
100-40-54610-501 Senior Center Transportation Social Security	1,081.90	2,020.00	938.10
100-40-54610-502 Senior Center Transportation MedicareE SS	253.08	472.00	218.92
100-40-54610-510 Senior Center Transportation Insurance Premiums	0.00	2,930.00	2,930.00
100-40-54610-650 Senior Center Transportation WRF 600	493.05	813.00	319.95
100-40-54620-110 Senior Center Nutrition Salaries	7,372.24	11,703.00	4,330.76
100-40-54620-120 Senior Center Nutrition Wages	9,789.58	27,286.00	17,496.42
100-40-54620-130 Senior Center Nutrition Health & Life Insurance	3,122.77	7,264.00	4,141.23
100-40-54620-390 Senior Center Nutrition Miscellaneous	0.00	0.00	0.00
100-40-54620-501 Senior Center Nutrition Social Security	1,001.96	1,983.00	981.04
100-40-54620-502 Senior Center Nutrition MedicareE SS	234.31	464.00	229.69
100-40-54620-510 Senior Center Nutrition Insurance Premiums	0.00	1,150.00	1,150.00
100-40-54620-650 Senior Center Nutrition WRF 600	493.15	813.00	319.85
<b>Total Expenses</b>	<b>87,397.21</b>	<b>170,810.00</b>	<b>83,412.79</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(65,081.04)</b>	<b>(112,256.04)</b>	<b>(119,630.58)</b>