

AGENDA
CITY OF BERLIN
COMMITTEE ON AGING MEETING
Tuesday, October 28, 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 September 23, 2025 as presented.
5. Approval of Expenditures and Revenues. RECOMMEDNATION: Approve the Year To Date Expenditures and Revenues.
6. Center Hours and Staffing Update.
7. County Committee on Aging Update
8. New Business.
9. Old Business.
10. Adjourn.

CITY OF BERLIN COMMITTEE ON AGING MEETING MINUTES
23rd DAY of September, 2025 10:00 AM
Berlin Senior Center

The meeting was called to order by Chairman Ann Murphy at 09:56 AM

Roll Call:

Present: Ann Murphy, Chairman (2028)
Jimmy Jodarski, Vice Chair (2026)
Paul Hanan, Secretary (2026)
Richard Lashbrook (2027)
Susan Jungenberg (2026)
Mary Hess (2027)
Amanda Krause (2027)

Also Present: Victoria Hill, City Council Liaison
Jill Dittman, Acting Senior Center Director

Murphy led the committee in the Pledge of Allegiance.

Public comments: N/A

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

Hill inquired as to the "Transportation/Nutrition Grant Status" of monies to be received for the Senior Center & when those dedicated dollar amounts are received. Hanan interjected that there is usually a specific "drawdown" date for disbursements & not "lump sum" payments. Hanan made a motion to approve the revenues and expenditures, a 2nd was voiced by Jungenberg, and carried by unanimous voice vote.

Dittman informed the group that applications for director have been coming in, & September 29th, 2025 is the cutoff date for submission. Hanan interjected that the director applications are available to download from the city website. Hill also mentioned that the applicants should have "Grant Writing" skills. Dittman informed the group that she believes the Senior Center Director hours would return to 7:30 AM to 4:30 PM. Actual Senior Center hours of operation may be 9 AM to 4:30 PM. Hanan inquired as to the length of time needed to select a new director, & received a response of 2 weeks from the closing date of application submission. Hill asked the group if

they had any pertinent questions to be posed to new applicants during the review process, with a strong emphasis on the “future vision” of the Senior Center. Jungenberg presented a direct-mail flyer from the Redgranite Senior Center. Dittman interjected that she has a ‘old outdated’ brochure that may be used after updating, if this issue were to move forward. A brief discussion was held regarding the past “name change” effort of the Senior Center, & the process of how that name change was selected. Dittman commented that there is still quite a bit of misinformation regarding the Senior Center among the public, & would like to see “free membership cards” for active participants at the Senior Center. Hill & Murphy both agreed that a more targeted marketing campaign was necessary to grow the Senior Center. Dittman commented that it is advantageous to have the staff arrive one half hour prior to opening.

The County Committee on Aging update, presented by Jungenberg, included the following:

The ADRC board combination; federal grant reductions; local corporate donations; the County 3-year aging plan; new Senior wheelchair transport vans; the minimizing Senior isolation; the Senior friending program; the community partner meal delivery program; the current dining program meal counts; the peer-to-peer volunteer base initiative; the increasing opportunities for tribal nations success; & the power of attorney/healthcare power of attorney forms.

Dittman added that 2019 was the “start year” for her compilation of the Senior Center QuickBooks, as the old format was outdated/not accessible. Murphy commented that she would like to see a “monthly breakdown” when recording the future Senior Center financials. Hill commented that the city is planning to have all new “general ledger” accounts for individual departments. Dittman also informed the group that Farmers and Merchants Bank has included the Senior Center in their “pay it forward” program, and the Senior Center will be receiving a check for \$600.

New business: N/A

Old business: N/A

The meeting was adjourned by chairman Murphy at 10:57am.

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

Consolidated Statement of Activity -Revenue & Expense
City of Berlin WI
For 12/31/2025

	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
100-40-43792-000 Senior Center Nutrition Grant	10,531.18	24,546.96	(14,015.78)
100-40-43793-000 Senior Transportation Grant	9,587.00	29,807.00	(20,220.00)
100-40-43794-000 Senior Transportation Copays	2,397.00	4,000.00	(1,603.00)
100-40-48220-000 Senior Center Rent	425.00	200.00	225.00
Total Revenues	22,940.18	58,553.96	(35,613.78)
Expenses			
100-40-54600-110 Senior Center Salaries	7,372.25	11,703.00	4,330.75
100-40-54600-120 Senior Center Wages	14,762.16	16,807.00	2,044.84
100-40-54600-130 Senior Center Health & Life Insurance	4,122.77	7,459.00	3,336.23
100-40-54600-133 Senior Center Other Employee Benefits	0.00	1,450.00	1,450.00
100-40-54600-220 Senior Center Utilities	10,119.89	17,000.00	6,880.11
100-40-54600-221 Senior Center Phone/Data	61.84	0.00	(61.84)
100-40-54600-310 Senior Center Office Supplies	687.12	1,500.00	812.88
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	1,215.54	1,300.00	84.46
100-40-54600-330 Senior Center Conferences and Training	285.00	500.00	215.00
100-40-54600-340 Senior Center Operating Supplies	3,260.03	2,500.00	(760.03)
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	1,310.34	1,768.00	457.66
100-40-54600-502 Senior Center Medicare SS	306.41	413.00	106.59
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	12,404.14	20,872.00	8,467.86
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	1,164.10	2,020.00	855.90
100-40-54610-502 Senior Center Transportation Medicare SS	272.31	472.00	199.69
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	9,931.21	27,286.00	17,354.79
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	1,010.74	1,983.00	972.26
100-40-54620-502 Senior Center Nutrition Medicare SS	236.36	464.00	227.64
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
Total Expenses	93,019.61	170,810.00	77,790.39
Excess Revenue Over (Under) Expenditures	(70,079.43)	(112,256.04)	(113,404.17)