

AGENDA  
CITY OF BERLIN  
COMMITTEE ON AGING MEETING  
**Tuesday, January 27th, 2026 at 10:00AM**  
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 November 25, 2025 meeting as presented.
5. Approval Revenues and Expenditures. RECOMMENDATION: Approve the year-to-date Revenue & Expense report as presented.
6. Director's updates. RECOMMENDATION: Listen to presentation.
7. County Committee on Aging update. RECOMMENDATION: Listen to presentation.
8. Chairperson review of COA powers & duties per City Ordinance.
9. New Business.
10. Old Business.
11. Adjourn.

**CITY OF BERLIN COMMITTEE ON AGING MEETING MINUTES**  
**25th DAY of November, 2025 10:00 AM**  
**Berlin Senior Center**

**The meeting was called to order by Chairman Murphy at 10:01 AM**

**Roll Call:**

**Present:** **Ann Murphy, Chairman (2028)**  
**Jimmy Jodarski, Vice Chair (2026)**  
**Paul Hanan, Secretary (2026)**  
**Mary Hess (2027)**  
**Susan Jungenberg (2026)**  
**Amanda Krause (2027)**  
**Sue Kiener, Senior Center Director**

**Absent:** **Richard Lashbrook (2027)**  
**Victoria Hill, Berlin City Council Liaison**

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

**Public comments:** Hanan made mention of the most recent Medicaid/Medicare card replacement scam circulating throughout the country.

Jodarsky made a recommendation to amend the minutes showing that Murphy & Hess did phone into and did advise the committee they would not be present for the October meeting. Hanan made a motion to approve the prior meeting minutes with the roll call amendment, seconded by Krause, & carried by unanimous voice vote.

Jodarsky inquired as to the current years large deficit balance as it appears in the spreadsheet. Keiner explained that she would be meeting with the Berlin city administrator soon regarding the numbers as posted in the income and revenue statement. Hanan made a motion to approve the revenue and expenditures as posted in the agenda, seconded by Krause & carried by unanimous voice vote.

Next, Kiener reminded the group that the new Senior Center hours will be 9 AM to 4 PM. Kiener informed the group of several concerns from the Senior Center drivers. The most common concern among the drivers was the scheduling of very late afternoon out of town appointments, resulting in extremely late returns at 6pm or 7pm. As a result of this, out of town

appointments will not be taken later than 2:30 PM. This discussion also included the “service area” that is handled by the Senior Center. Currently the service area distance is set at 60 miles, and a reduction to a 45 mile radius was set for further discussion.

Kiener stated that there will be a full staff meeting at 1:30 PM on December 3<sup>rd</sup>, including the custodial department. Senior Center operational procedures such as: greeting individuals as they enter; sign-in obligations; staff CPR qualifications; staff AED certifications; & staff first aid training were briefly discussed.

Kiener then displayed the agreements from the county in regards to the transportation and nutrition grants that will be presented to the committee on the whole at their next meeting. Additionally, all past and future congregate forms will be stored in a secure location at the County, as well as all future financial transactions will be moving to Berlin City Hall for transparency.

Jungenberg informed the group that the transportation grant for the County has been approved & the funding is the same as 2025. Jungenberg also told the group of the new “survey” being conducted on behalf of the M.O.W. (Meals on Wheels) regarding the “favorites” being served. In addition, the annual M.O.W. headcount has increased from last year, as well as a new “quality improvement plan”. Jungenberg also touched on the new advertising campaign undertaken by the A.D.R.C.

Jungenberg followed up on last month’s invitation to become a M.O.W. “sponsor”, commenting that Farmers & Merchants Bank, Horicon Bank, Badger Mining, Drexel, & Kenis Excavating have now joined the group.

**New business:** Hanan recommended that the Senior Center sponsorship at Jeff’s be included in the next agenda.

**Old business:** Hess reminded the group that Farkel is on the 3<sup>rd</sup> Monday of each month at 1 PM.

The meeting was adjourned by Murphy at 11:18am.

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

**City of Berlin WI**  
**Revenue & Expense - MTD & YTD with Budget**

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**For the Period Ended January 1, 2026**

	General	Annual Budget	MTD Actual	YTD Actual	Remaining Budget
<b>Revenues</b>					
100-40-43792-000 Senior Center Nutrition Grant		15,000.00	0.00	0.00	(15,000.00)
100-40-43793-000 Senior Transportation Grant		29,807.00	0.00	0.00	(29,807.00)
100-40-43794-000 Senior Transportation Copays		3,000.00	154.00	154.00	(2,846.00)
100-40-48220-000 Senior Center Rent		425.00	0.00	0.00	(425.00)
<b>Total Revenues</b>		<b>48,232.00</b>	<b>154.00</b>	<b>154.00</b>	<b>(48,078.00)</b>
<b>Expenditures:</b>					
100-40-54600-110 Senior Center Salaries		11,919.00	692.50	692.50	11,226.50
100-40-54600-120 Senior Center Wages		19,327.00	692.10	692.10	18,634.90
100-40-54600-130 Senior Center Health & Life Insurance		5,964.00	0.00	0.00	5,964.00
100-40-54600-133 Senior Center Other Employee Benefits		1,500.00	0.00	0.00	1,500.00
100-40-54600-220 Senior Center Utilities		17,000.00	95.89	95.89	16,904.11
100-40-54600-310 Senior Center Office Supplies		1,500.00	0.00	0.00	1,500.00
100-40-54600-312 Senior Center Tickets and Transportation		0.00	(1,624.80)	(1,624.80)	1,624.80
100-40-54600-320 Senior Center Publication Fees		1,000.00	0.00	0.00	1,000.00
100-40-54600-330 Senior Center Conferences and Training		500.00	0.00	0.00	500.00
100-40-54600-340 Senior Center Operating Supplies		2,500.00	0.00	0.00	2,500.00
100-40-54600-360 Senior Center Other Repairs & Maintenance		2,000.00	0.00	0.00	2,000.00
100-40-54600-501 Senior Center Social Security		1,937.00	160.35	160.35	1,776.65
100-40-54600-502 Senior Center MedicareE SS		453.00	37.51	37.51	415.49
100-40-54600-510 Senior Center Insurance Premiums		1,845.00	0.00	0.00	1,845.00
100-40-54600-550 Senior Center WRF 600		858.00	140.33	140.33	717.67
100-40-54610-110 Senior Center Transportation Salaries		11,919.00	673.07	673.07	11,245.93
100-40-54610-120 Senior Center Transportation Wages		20,357.00	507.59	507.59	19,849.41
100-40-54610-130 Senior Center Transportation Health & Life Insurance		5,769.00	0.00	0.00	5,769.00
100-40-54610-350 Senior Center Transportation Vehicle, Maint & Parts		6,000.00	0.00	0.00	6,000.00
100-40-54610-390 Senior Center Transportation Miscellaneous		250.00	0.00	0.00	250.00
100-40-54610-501 Senior Center Transportation Social Security		2,001.00	31.48	31.48	1,969.52
100-40-54610-502 Senior Center Transportation MedicareE SS		468.00	7.36	7.36	460.64
100-40-54610-510 Senior Center Transportation Insurance Premiums		2,550.00	0.00	0.00	2,550.00
100-40-54620-060 Senior Center Transportation WRF 600		858.00	0.00	0.00	858.00
100-40-54620-110 Senior Center Nutrition Salaries		11,919.00	692.50	692.50	11,226.50
100-40-54620-120 Senior Center Nutrition Wages		20,888.00	1,170.61	1,170.61	19,717.39
100-40-54620-130 Senior Center Nutrition Health & Life Insurance		5,769.00	0.00	0.00	5,769.00
100-40-54620-501 Senior Center Nutrition Social Security		2,034.00	33.03	33.03	2,000.97
100-40-54620-502 Senior Center Nutrition MedicareE SS		476.00	7.72	7.72	468.28
100-40-54620-510 Senior Center Nutrition Insurance Premiums		1,000.00	0.00	0.00	1,000.00
100-40-54620-650 Senior Center Nutrition WRF 600		2,362.00	0.00	0.00	2,362.00
<b>Total Expenditures</b>		<b>162,923.00</b>	<b>3,317.24</b>	<b>3,317.24</b>	<b>159,605.76</b>

**City of Berlin WI**  
**Revenue & Expense - MTD & YTD with Budget**

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**For the Period Ended January 1, 2026**

	Annual Budget	MTD Actual	YTD Actual	Remaining Budget
General				
Excess Revenues Over (Under) Expenditures	(114,691.00)	(3,163.24)	(3,163.24)	111,527.76

## **DIVISION 10. - COMMITTEE ON AGING**

- **Sec. 2-536. - Appointment, term of office.**

The committee on aging shall consist of seven persons, five of which shall be residents of the city. The remaining two members may be nonresidents, if such persons are actively employed in the city in a managerial position in the field of aging. All members must be representative of community interests and have demonstrated concern in the field of aging. All members shall be appointed by the mayor and confirmed by the common council. The common council liaison shall not be considered a member of the committee. Each committee on aging member shall hold such office for a term of three years, which shall be staggered into three classes of members. Each term of office shall end April 30 in the year of expiration.

(Ord. No. 04-05, 9-13-2005; Ord. No. 04-06, 2-14-2006; Ord. No. 03-07, 2-13-2007)

- **Sec. 2-537. - Compensation.**

No compensation shall be paid for service on the committee on aging.

(Ord. No. 04-05, 9-13-2005)

- **Sec. 2-538. - Officers.**

The committee on aging shall annually elect a chairperson, co-chairperson and a secretary. Other officers may be elected by the committee as the committee deems necessary.

(1)

*Chairperson.* The chairperson shall act as chief administrative officer and shall exercise supervision over the committee and all its activities; represent and speak for the committee to other organizations and to the public; preside at business meetings; appoint committees; sign letters or documents necessary to carry out the will of the committee, and perform such other duties as specified by the committee.

(2)

*Co-chairperson.* The co-chairperson shall perform the duties of the chairperson in the chairperson's absence and shall perform such duties assigned by the chairperson or the committee.

(3)

**Secretary.** The secretary shall serve as the chief recording and corresponding officer. The secretary shall be the custodian of the records of the committee; shall prepare and certify the correctness of the minutes and keep an official minute book; carry on the official correspondence of the committee as directed, and perform such other duties as specified by the committee.

(Ord. No. 04-05, 9-13-2005)

- **Sec. 2-539. - Meetings.**

A majority of the entire membership of the committee on aging shall constitute a quorum. The chairperson, or acting chairperson, shall be considered in determining a quorum. Action shall be by a majority of the entire membership. The committee on aging shall adopt rules of procedure for governing the conduct of its meetings. Regular monthly meetings of the committee on aging shall be held at a time and place designated by the committee. Special meetings may be called by the chairperson, or in his or her absence, the co-chairperson, or by three members of the committee either pursuant to a vote at a previous meeting or upon written notice of the time and purpose thereof to the city clerk's office to allow reasonably sufficient time to comply with the distribution and public notice requirements set forth in Wis. Stats. § 19.84(3). Any special meeting attended by all committee members shall be a regular meeting for the transaction of any business that may come before such meeting.

(Ord. No. 04-05, 9-13-2005)

- **Sec. 2-540. - Powers and duties.**

The committee on aging shall have the following authority and duties:

(1)

Serve in an advisory capacity to the common council on all aging related issues.

(2)

Coordinate all services and facilities for the aging in order that their needs can be most effectively met.

(3)

Develop such new services as may be necessary to serve the aging, and upon the direction of the common council, administer those services found to be not appropriately within the framework of another agency or organization.

(4)

**Educate the public to the potential possible for persons in their retirement years.**

**(5)**

**Carry on necessary research to determine the needs of older persons and to make recommendations to the common council and other appropriate organizations for improved services and programs based on this research.**

**(6)**

**Recommend, in cooperation with the clerk-treasurer and administrator, to the common council, from time to time, as to the investment and handling of aging related accounts and funds.**

**(7)**

**Communicate with the public, in cooperation with the clerk-treasurer and administrator, as to the funding needs of the senior center and other aging related programs, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering donating or bequesting monies to the aging related programs of the city.**

**(8)**

**Subject to the authorities of the common council and city clerk-treasurer as provided in sections 2-541 and 2-542, to govern, manage, control, improve and care for the city's senior center and all aging related programs.**

**(Ord. No. 04-05, 9-13-2005; Ord. No. 01-14, 3-14-2014)**

- **Sec. 2-541. - Authority of the common council.**

**(a)**

***Final authority.* The common council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the aging related programs and activities of the city. The common council may not take action on such issues or decisions until after review and recommendation by the committee on aging. However, the common council may direct any specific issue to the committee on aging for review, whereby the committee shall have 60 days to complete a review and report a recommendation to the clerk-treasurer. If the committee fails to report within such 60-day period, the common council may act without recommendation, unless more time is specifically granted to the committee on aging by resolution of the common council. This authority shall cover, but not be limited to, the following issues:**

(1)

**Accepting or conveying personal property with a fair market value of greater than \$2,500.00;**

(2)

**Borrowing or lending funds;**

(3)

**Employee labor relations and negotiations related to aging related programs or activities of the city;**

(4)

**Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than \$2,500.00 in any one-year period;**

(5)

**Investment of all funds obtained through any aging related public fundraiser or from donations, gifts, memorials or bequests to any aging related program. The administrator and/or the clerk-treasurer may be directed by the common council to act as representative of the common council for the purpose of carrying out the common council's authority under this subsection.**

(b)

**Exclusive authority.** The common council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the committee on aging, over the following issues:

(1)

**Accepting or conveying any interest in real estate;**

(2)

**Investment of all aging related program accounts and funds, other than those funds described in paragraph (a)(5) of this section. The administrator and/or the clerk-treasurer may be directed by the common council to act as representative of the common council for the purpose of carrying out the common council's authority under this subsection.**

(Ord. No. 04-05, 9-13-2005; Ord. No. 01-14, 3-14-2014)

- **Sec. 2-542. - Authority of clerk-treasurer.**

(a)

The clerk-treasurer shall be responsible for the administration of all aging related accounts and funds, and is subject to the direction and authority of the committee on aging and the common council as provided in sections 2-540 and 2-541. This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to aging related programs or activities.

(b)

The clerk-treasurer shall annually report to the committee on aging and the common council as to the status of all aging related accounts and funds. Annual reports shall include, but not be limited to, the following:

(1)

An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts;

(2)

An accounting of all gifts, donations and bequests received, income from gifts, donations and bequests deposited in accounts not accounted for under subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period;

(3)

The name of any financial institution or other location of aging related funds at the close of the reporting period.

(Ord. No. 04-05, 9-13-2005; Ord. No. 01-14, 3-14-2014)

- **Sec. 2-543. - Review and reporting.**

The committee on aging, under its normal meeting procedures, shall review and prepare a recommendation for the common council on all aging related issues, with the exception of those issues falling under the common council's exclusive authority as designated in subsection 2-541(b). The common council may also direct the committee on aging to review and prepare a recommendation on any aging related issue, as the common council deems appropriate. The committee on aging shall then report in writing to the clerk-treasurer all such issues that it has acted upon. The clerk-

**treasurer shall place all such reported issues on the consent agenda for action or approval at the common council's next regularly scheduled meeting. If necessary, the city clerk-treasurer may petition for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the common council may choose to take an issue off the consent agenda according to the common council's normal procedural requirements, as that member deems appropriate. The committee on aging, in so reporting such issues to the clerk-treasurer, shall provide a background summary of the issue and a specific recommendation to the common council as to action or approval.**

**(Ord. No. 04-05, 9-13-2005)**

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**BYLAWS OF  
THE CITY OF BERLIN  
COMMITTEE ON AGING**

**Article I - Name**

This organization shall be called The Committee on Aging, located in Berlin, Wisconsin, established by the Wisconsin municipality of Berlin, according to the provisions of Chapter 2, Article IV, Division 10, Section 2 of the City of Berlin Municipal Code and exercising the powers and summing the duties granted to it under said statute.

**Article II - Officers**

**Section 1.** The officers shall be a chairperson, co-chairperson, and secretary elected from among the appointed trustees at the annual meeting of the Committee. No member shall hold more than one office at a time. Other officers may be elected by the committee as the committee deems necessary.

**Section 2.** Officers shall serve a term of three years from the annual meeting at which they are elected and until their successors are duly elected, which will be staggered into three classes of members. Each term of office shall end April 30 in the year of expiration.

**Section 3.** The Committee on Aging shall consist of seven persons, five of which shall be residents of the City. The remaining two members may be nonresidents. All members must be representative of community interests and have demonstrated concern in the field of aging. All members shall be appointed by the Mayor and confirmed by Common Council. The Common Council Liaison shall not be considered a member of the committee.

**Section 4.** The chairperson shall act as chief administrative officer and shall exercise supervision over the committee and all its activities; represent and speak for the committee to other organizations and to the public; preside at business meetings; appoint committees; sign letters or documents necessary to carry out the will of the committee, and perform such other duties as specified by the committee.

**Section 5.** The co-chairperson shall perform the duties of the chairperson in the chairperson's absence and shall perform such duties assigned by the chairperson or the committee.

**Section 6.** The secretary shall serve as the chief recording and corresponding officer. The secretary shall be the custodian of the records of the committee; shall prepare and certify the correctness of the minutes and keep an official minute book; carry on the official correspondence of the committee as directed, and perform such other duties as specified by the committee.

**Article III - Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Committee on Aging.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current committee minutes shall be posted on the city's website.

**Section 5. Special Meetings.** Special meetings may be called by the chairperson, or in his or her absence, the co-chairperson, or by three members of the committee either pursuant to a vote at a previous meeting or upon written notice of the time and purpose thereof to the city clerk's office to allow reasonably sufficient time to comply with the distribution and public notice requirements set forth in Wis. Stats. § 19.84(3). Any special meeting attended by all committee members shall be a regular meeting for the transaction of any business that may come before such meeting.

**Section 6. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**Section 7. Quorum.** A majority of the entire membership of the committee on aging shall constitute a quorum. The chairperson, or acting chairperson, shall be considered in determining a quorum. Action shall be by a majority of the entire membership.

**Section 8. Open Meetings Law Compliance.** All Committee meetings shall be held in compliance with Wisconsin's open meetings law.

#### **Article IV - Duties of the Committee on Aging**

The committee on aging shall have the following authority and duties:

**Section 1.** Serve in an advisory capacity to the common council on all aging related issues.

**Section 2.** Coordinate all services and facilities for the aging in order that their needs can be most effectively met.

**Section 3.** Develop such new services as may be necessary to serve the aging, and upon the direction of the common council, administer those services found to be not appropriately within the framework of another agency or organization.

**Section 4.** Educate the public to the potential possible for persons in their retirement years.

**Section 5.** Carry on necessary research to determine the needs of older persons and to make recommendations to the common council and other appropriate organizations for improved services and programs based on this research.

**Section 6.** Recommend, in cooperation with the clerk-treasurer and administrator, to the common council, from time to time, as to the investment and handling of aging related accounts and funds.

**Section 7.** Communicate with the public, in cooperation with the clerk-treasurer and administrator, as to the funding needs of the senior center and other aging related programs, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering donating or bequesting monies to the aging related programs of the city.

**Section 8.** Subject to the authorities of the common council and city clerk-treasurer as provided in City of Berlin's Municipal Code sections 2-541 and 2-542, to govern, manage, control, improve and care for the city's senior center and all aging related programs.