

AGENDA
CITY OF BERLIN
COMMITTEE ON AGING MEETING
Tuesday, February 24th, 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. (3 minute limit)
4. Approval of Minutes. RECOMMENDATION: Approve minutes from January 27th, 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. New Business.
9. Old Business.
10. Adjourn.

CITY OF BERLIN COMMITTEE ON AGING MEETING MINUTES
27th Day of January, 2026 10:00 AM
Berlin Senior Center

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

Roll Call

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

Excused: Victoria Hill, Berlin City Council Liaison

Murphy led the committee in the Pledge of Allegiance.

Public comments: N/A

Jodarsky made a motion to approve the minutes, seconded by Krause, & carried by unanimous voice vote.

Next, Murphy called for an approval on the posted expenses and revenues. Jodarski inquired as to the final budget of 2025. Kiener assured the group that all categories balanced out “fine”. Kiener also informed the group that several weeks ago all “in-house accounts” were turned over to the city of Berlin. The Senior Center liquid account revenues that have been turned over to the city of Berlin have a balance of \$12,768 . Hanan inquired if any of those monies were “earmarked” for a specific expense. Kiener responded “no”. Kiener then gave a brief description of the current Nutrition Program. The suggested contribution per in-house meal is \$5 for anyone 60+ years old. County reimbursement is \$7 per in-house meal. A large portion of that reimbursement comes from local area businesses that have made monetary donations to the program. The total amount of money handed over to the city of Berlin was \$36,961.87. This covers all food, payroll & nutrition related expenses. The annual County vehicle/transportation grant for the Senior Center vehicle is \$29,807. The vehicle’s primary use shall be for meal delivery, & secondary use for medical transportation. Kiener also responded to an inquiry from last meeting regarding the previous year’s ride statistics. The

total rides were 218, with a collection of \$2820. A brief comparison of past statistics initially shows a significant decrease in all categories due to the increasing number of transportation resources throughout the County. Additionally, Jungenberg stated that the Senior Center was operating 2 vans in the past. The Senior Center Memorial fund has \$5912 in its savings account, with several donations earmarked specifically for dedicated tasks. Kiener informed the group that she has been in contact with several City Hall employees regarding the current transfer of Senior Center accounts & would like to see something in writing acknowledging the receipt of the accounts & that these account funds will NEVER be deposited to a city "General Fund". Kiener is hopeful that these account transfers will be posted within the City of Berlin's February 2026 expenditures and revenues report. Hanan made a motion to accept the revenues and expenses as posted in the agenda, seconded by Jungenberg, & carried by unanimous voice vote.

The directors update included;

- Upcoming C.O.A. nominations/elections
 - A brief discussion on member/officer terms
 - Current elections will be held in April
 - February jury duty for Deb in the kitchen, no backup available
 - Kiener to receive her "Serve Safe" certificate in February
 - Jodarsky has been summoned for jury duty in February
 - Kiener briefly touched upon the upcoming Senior Center events as posted in the Insight
 - Staff certification for CPR: \$74 personal/\$58 online
 - Kiener is scheduling an April open house / entertainment booked
 - The FoBSC is interested in a new copier purchase for the center office
 - The 2nd phone line for the Senior Center has been installed - 5421
- A brief description of the updated transportation guidelines and ride distance radius was presented to the group. Hanan made a motion to approve the updated transportation guideline, with Jungenberg voicing a 2nd, and was approved by the committee on a majority voice vote.

Jungenberg's report included Green Lake County 2025 transportation totals at 1318, with 817 of those classified as medical transport. Suggested fees schedule contributions are \$5 local / \$20 outlying / \$40 long-term. County ride invoicing is once monthly. *Noting that only 10% of "suggested" fees are actually collected.* Specific County guidelines for all transportation needs is currently being compiled.

Minimizing social isolation to promote health programs is in process.

The nutrition program for Green Lake County is currently in the process of obtaining feedback regarding the M.O.W. (Meals on Wheels) preferred meals.

Peer to peer volunteerism is a top priority for 2026. Current actions include the addition of personal liability insurance & the use of county vehicles for pickup and delivery of food pantry items. Current County travel expense reimbursement is \$0.36 per mile, for owner/operators/volunteers.

Increased access for the state 3 year program to “Tribal Nations”, to services offered by the County.

In 2025, 574 people were served by the County, with the majority being reluctant to provide home addresses and ages on the ‘voluntary’ boilerplate forms.

Murphy provided a short synapses of the duties required for officers on the Committee on Aging, as it appears in the Cities Ordinances attached to the current agenda.

Kiener recommended that the committee look into “Backup” resources, with an initial primary focus on a “kitchen cook” & “transportation specialist”. Hanan mentioned that he had discussed with previous drivers, their willingness/availability to become a backup/standby what last-minute fill-in.

New business: Hanan recommended that the Senior Center transportation insurance release forms be included in the next agenda for discussion.

Old business: N/A

The meeting was adjourned by Murphy at 11:15am.

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

City of Berlin WI

Revenue & Expense - MTD & YTD with Budget

For the Period Ended January 31, 2026

| General | Annual Budget | MTD Actual | YTD Actual | Remaining Budget |
|---|------------------|-----------------|-----------------|--------------------|
| Revenues | | | | |
| 100-40-43792-000 Senior Center Nutrition Grant | 15,000.00 | 6,213.81 | 6,213.81 | (8,786.19) |
| 100-40-43793-000 Senior Transportation Grant | 29,807.00 | (49.89) | (49.89) | (29,856.89) |
| 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 | (100.00) | (100.00) | (525.00) |
| Total Revenues | 48,232.00 | 6,217.92 | 6,217.92 | (42,014.08) |
| Expenditures: | | | | |
| 100-40-54600-110 Senior Center Salaries | 11,919.00 | 993.11 | 993.11 | 10,925.89 |
| 100-40-54600-120 Senior Center Wages | 19,327.00 | 1,673.88 | 1,673.88 | 17,653.12 |
| 100-40-54600-130 Senior Center Health & Life Insurance | 5,964.00 | 430.81 | 430.81 | 5,533.19 |
| 100-40-54600-133 Senior Center Other Employee Benefits | 1,500.00 | 125.00 | 125.00 | 1,375.00 |
| 100-40-54600-220 Senior Center Utilities | 17,000.00 | 284.45 | 284.45 | 16,715.55 |
| 100-40-54600-221 Senior Center Phone/Data | 0.00 | 24.76 | 24.76 | (24.76) |
| 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 | (2,381.02) | (2,381.02) | 4,881.02 |
| 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 | 212.97 | 212.97 | 1,724.03 |
| 100-40-54600-502 Senior Center Medicare SS | 453.00 | 49.80 | 49.80 | 403.20 |
| 100-40-54600-510 Senior Center Insurance Premiums | 1,845.00 | 0.00 | 0.00 | 1,845.00 |
| 100-40-54600-650 Senior Center WRF 600 | 858.00 | 106.50 | 106.50 | 751.50 |
| 100-40-54610-110 Senior Center Transportation Salaries | 11,919.00 | 993.11 | 993.11 | 10,925.89 |
| 100-40-54610-120 Senior Center Transportation Wages | 20,357.00 | 840.68 | 840.68 | 19,516.32 |
| 100-40-54610-130 Senior Center Transportation Health & Life Insurance | 5,769.00 | 430.81 | 430.81 | 5,338.19 |
| 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 | 198.76 | 198.76 | 1,802.24 |
| 100-40-54610-502 Senior Center Transportation Medicare SS | 468.00 | 46.47 | 46.47 | 421.53 |
| 100-40-54610-510 Senior Center Transportation Insurance Premiums | 2,550.00 | 0.00 | 0.00 | 2,550.00 |
| 100-40-54620-110 Senior Center Nutrition Salaries | 858.00 | 106.50 | 106.50 | 751.50 |
| 100-40-54620-120 Senior Center Nutrition Wages | 11,919.00 | 993.11 | 993.11 | 10,925.89 |
| 100-40-54620-130 Senior Center Nutrition Health & Life Insurance | 20,888.00 | 1,468.30 | 1,468.30 | 19,419.70 |
| 100-40-54620-501 Senior Center Nutrition Social Security | 5,769.00 | 430.81 | 430.81 | 5,338.19 |
| 100-40-54620-502 Senior Center Nutrition Medicare SS | 476.00 | 192.42 | 192.42 | 1,841.58 |
| 100-40-54620-510 Senior Center Nutrition Insurance Premiums | 1,000.00 | 45.38 | 45.38 | 430.62 |
| 100-40-54620-650 Senior Center Nutrition WRF 600 | 2,362.00 | 106.50 | 106.50 | 1,000.00 |

Revenue & Expense - MTD & YTD with Budget

For the Period Ended January 31, 2026

| General | Annual Budget | MTD Actual | YTD Actual | Remaining Budget |
|---|---------------------|-------------------|-------------------|--------------------|
| Revenues | | | | |
| 100-52-46720-000 Parks & Playgrounds | 5,500.00 | 600.00 | 600.00 | (4,900.00) |
| 100-52-46723-000 Campground Fees | 17,000.00 | 0.00 | 0.00 | (17,000.00) |
| Total Revenues | 22,500.00 | 600.00 | 600.00 | (21,900.00) |
| Expenditures: | | | | |
| 100-52-55200-120 Parks Wages | 95,807.00 | 2,652.89 | 2,652.89 | 93,154.11 |
| 100-52-55200-130 Parks Health & Life Insurance | 23,269.00 | 1,929.02 | 1,929.02 | 21,339.98 |
| 100-52-55200-133 Parks Other Employee Benefits | 1,500.00 | 125.00 | 125.00 | 1,375.00 |
| 100-52-55200-220 Parks Utilities | 25,000.00 | 697.31 | 697.31 | 24,302.69 |
| 100-52-55200-340 Parks Operating Supplies | 20,000.00 | 825.25 | 825.25 | 19,174.75 |
| 100-52-55200-345 Parks Property Services - Vehicles | 6,300.00 | 0.00 | 0.00 | 6,300.00 |
| 100-52-55200-353 Parks Flower Beds & Fertilizer | 4,900.00 | 0.00 | 0.00 | 4,900.00 |
| 100-52-55200-360 Parks Other Repairs & Maintenance | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| 100-52-55200-380 Parks Equipment & Structures | 12,000.00 | 0.00 | 0.00 | 12,000.00 |
| 100-52-55200-391 Parks Uniforms | 250.00 | 0.00 | 0.00 | 250.00 |
| 100-52-55200-415 Parks Sales Tax | 1,400.00 | 0.00 | 0.00 | 1,400.00 |
| 100-52-55200-501 Parks Social Security | 5,940.00 | 489.67 | 489.67 | 5,450.33 |
| 100-52-55200-502 Parks Medicare SS | 1,389.00 | 114.51 | 114.51 | 1,274.49 |
| 100-52-55200-510 Parks Insurance Premiums | 5,046.00 | 0.00 | 0.00 | 5,046.00 |
| 100-52-55200-650 Parks WRF 600 | 4,131.00 | 604.83 | 604.83 | 3,526.17 |
| Total Expenditures | 209,932.00 | 7,438.48 | 7,438.48 | 202,493.52 |
| Excess Revenues Over (Under) Expenditures | (187,432.00) | (6,838.48) | (6,838.48) | 180,593.52 |