UTICA AGING SERVICES COMMISSON
November 11, 2026

Notice of this meeting was given in advance by the Village Clerk's posting in three designated places, and advance notification of the committee by email. The Open Meetings Act was shown on a bulletin board in the Senior Center.

PRESENT: Cortney Williams (Manager), Pat Koch, Ron Erks, Jim Swanson, Ken Baack, Lyn Hemphill, Sandi Swanson, Jody Wiemer, Karen Dvorak, Diane Steinhausen, and Bob Brauer.

GUESTs: Lyle Lurz, Randy Steinhausen, Craig Falmlen

Pat opened the meeting at 12:40 pm.

The minutes from the October 14, 2026 meeting were discussed. Ken moved to accept the minutes as read. Ron seconded the motion. Motion carried.

<u>The October Manager's Report was given by Cortney:</u>

- The Center was open 9 days in October. (72hours)
- 297 congregate approved meals were served.
- 7home delivered meals that qualified as home-delivered congregate meals were served.
- 18 to-go meals that qualified as congregate meals were served.
- 14 meals that were non-approved as a congregate meal was served (eat-in guests under age 60).
- 0 to-go meals were non-approved as congregate (under age 60)
- 336 total senior meals were served. (322 of these are reimbursable meals)
- 157 exercise units represented 27 people doing exercises. Exercise room use was 100 units and chair yoga had 57 units.
- 9 blood pressure checks were done
- 257 social units represent 39 people participating in games & activities.
- 100 or more newsletters with monthly menus & programs were distributed.
- 99 volunteer hours were provided at the Senior Center during regular meal days (an average of 7 volunteers per meal day).
- October activities included: Home Instead Presentation, Fall wheel of Fortune, Cribbage Tournament, Senior Center Memory Book, Flu Shots, Blue River Historical District Presentation, Pitch Tourney, and, BINGO with Kinship.
- No nutrition lesson
- Chair Yoga classes were held on Wednesday and Friday afternoons beginning at 12:15. 57 participants
- Rentals Scheduled: Nov. 21, Dec. 6, Dec. 13, May 15, 2027, and May 16th 2027

FINANCIAL REPORT

Income:	Meal donations		$ 2,978.00
	Rental income		0.00
	CD/Savings interest		0.00
	Bank Account Interest		12.08
	USDA Reimbursement		0.00
	Memorials		200.00
	October income		**$ 3,190.08**
Expenses:	Meals Purchased		$3,277.63
	Fundraiser Expenses (Catfish Fry)		260.25
	Raw Food ($121.89 overpymt at Cent. Market)		471.91
	Supplies-office/printer ink trunk or treat & ink		667.60
	Supplies-kitchen		151.65
	Postage		0.00
	Activities		97.21
	Mileage, pickup/deliver meals		123.12
	Museum Expense		0.00
	Payroll wages (cleaning/maint.)		284.00
	Payroll taxes (cleaning/maint.)		21.73
	Repairs & Maintenance		87.40
	Hospitality Supplies (chocolate)		23.67
	Utilities:		
	Electric	260.00	
	Phone	103.90	
	Trash	68.00	
	Natural Gas	88.50	
	Total Utilities		520.40
	October expenses		**$ 5,986.57**

Resulting in a Net Loss of $2,796.49

Rita reported the ending balance in the Village's Account as of 10-31-2026:

$ 24,649.14	Village's Revolving Fund
845.22	Debit card account
10,395.96	Gift Trust/Aging Services account
$ 35,890.32	
76,481.02	CD's
$112,371.34	TOTAL ASSETS

Cortney commented that she plans to use fewer color backgrounds to save on ink costs.

Karen made a motion to accept the Manager's Report. Sandi seconded the motion. Motion passed.

OLD BUSINESS

1. New Board Member
   Karen made a motion to approve Craig Falmlen as a board member to replace Pat Koch. Ron seconded the motion. Motion carried.
   Pat will be leaving the board in January after serving three consecutive terms.

2. Museum Update
   The display board has been put up on the wall in the sitting room. Kathy Calder has donated some interesting items. One item is the school bell that hung on the front of the Utica High School.
   The committee plans to meet this week.

NEW BUSINESS

1. Shrub Trimming
   Lyle asked for guidance regarding trimming of the burning bush in the fall or waiting until March. Following discussion, it was decided to wait until March with further guidance from the board.

2. Holiday Gifting Plans
   Cortney has utilized donated Thrivent Action Team cards to purchase items and gift wrap. She will utilize seniors to help wrap and deliver the gifts to our Utica friends at Kinship and other facilities.

3. Christmas/New Years Schedule
   Following discussion, it was decided that the Senior Center will be closed on Friday, December 25th for Christmas.
   The Senior Center will be open on Friday, January 1, 2027.

4. Christmas Party/Gifts
   Cortney has a Thrivent Action Team card to purchase items for a Volunteer Appreciation Party. We will have Christmas BINGO, snacks and food.

5. Aging Commission Board Members 2027
   It was approved to have all board members return in 2027 except Pat Koch. She has served on the board for 6 years. We also Approved Craig Falmlen as a new board member in 2027.

6. Lyle will be unable to clean on December 4th or 5th to prepare for the scheduled Rental on December 6th.
   Pat and Bob will take care of this since Lyle will be unavailable.

7. Broom Quality
   Karen mentioned that when she has helped clean, the brooms may need to be replaced. Lyle stated that he usually uses the Shop Vac. No decisions were made at this time.

8. Door Locks have been changed for the back door.
   New keys have been given to those who need them.
   Cortney has a record of who has the numbered keys.

The Food Truck will be in Utica on Thursday, November 19, 2026 from 2:00-3:00.

The next meeting will be **Friday, December 11th at 12:30 at Jim and Sandi Swanson's home.**

A motion to adjourn was made by Sandi and seconded by Bob. Motion carried.

The meeting adjourned at 1:22 pm.

Respectfully submitted,
by Jody Wiemer (secretary)