



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI

COMMISSION ON AGING MEETING
Monday, February 2, 2026 AT 4:00 P.M.
Port Washington Adult Community Senior Center,
403 W. Foster Street,
Port Washington, WI 53074
Community Room

AGENDA

- 1. Roll Call**
- 2. Approve Minutes of the Previous Meeting (12/1/25 due to cancellation of 1/5/26 meeting)**
- 3. Discussion of participating in the Winter Market(s) to promote the Center and sell handmade items made by Center Members**
- 4. Review of 2025 charter in preparation of 2026 charter (discussion only)**
- 5. Chairman's Business**
- 6. Director's Business**
- 7. Member's/Liaisons' Business**
- 8. Public Comments/Appearances**
- 9. Next Meeting: Monday, March 2, 2026**
- 10. Adjournment**

Committee Members: Alderperson Deb Postl, Alex Riehle, Sheryl Roberts, Linda Chaloupka, Nick Dudley, Ruth Dibert and Nanette Rilling

Staff Liaison: Diane Chilinski

Special Accommodations:

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk's Office at (262) 284-5585 or cityclerk@portwashingtonwi.gov. Please provide notice at least one (1) business day prior to a meeting.

Notice of Possible Quorum:

Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]



City of Port Washington
Commission on Aging Meeting
Monday, December 1, 2025 at 6:00 PM
Port Washington Adult Community
Senior Center,
403 W. Foster Street, Port Washington, WI

MINUTES

1. **Roll Call** – Chairperson Deborah Postl convened the meeting of the Commission of Aging at 6:03 PM. Members present were Director of Senior Life Enrichment & Outreach Diane Chilinski, Sheryl Roberts, Linda Chaloupka, Nick Dudley, Ruth Ann Dibert, and Alex Riehle. Excused absence – Nanette Rilling
2. **Approve Minutes of Previous Meeting of November 3, 2025** - MOTION MADE BY LINDA CHALOUPKA, SECONDED BY RUTH ANN DIBERT TO APPROVE AND ACCEPT THE AGENDA AS PRESENTED. Motion carried unanimously.
3. **Presentation by Jon Cain, Director of Parks, Recreation and Forestry regarding possible landscaping to east side of the Center utilizing Rotary Grant Funds. Discussion only.**
 - A. Need to clean out the east side vegetation and start fresh as there is nothing to save
 - B. Goal to install plantings that requires minimal maintenance
 - C. Opportunity to do a lot with the grant funds
 - D. Trees from the local nursery can be used for shade
 - E. Native WI species pollinator plants to be considered
 - F. Use of mulch in all areas
 - G. Using volunteers to support a maintenance plan that outlines guidelines will be provided
 - H. Grant dollars must be used by the end of May 2026
 - I. Consider a plaque acknowledging the Rotary club's support
4. **Consideration and Possible Action Item: Meeting Time Change**
 - A. Deb Postl suggested a meeting time change due to winter weather, darkness, and better use of member's time
 - B. Current meeting start time is 6 PM and the suggested new time is 4 PMMOTION MADE BY SHERYL ROBERTS, SECONDED BY RUTH ANN DIBERT TO ACCEPT THE MEETING START TIME OF 4 PM. Motion carried unanimously.
5. **Chairperson's Business** - None
6. **Director's Business**

Diane Chilinski provided updates on the new and on-going activities at the Center:

Data Tracking and Online Registration Options

 - A. Transition to a new system called Rec Desk expected to be fully operational January 1, 2026
 - B. Supplies including swipe cards, receipt printer and more have been ordered
 - C. An online registration process is in development
 - D. Members will be able to register online with a credit card or in the office using the previous manual process
 - E. A plan to support members and help them where they are at with technology is in place
 - F. More details to be shared at the December 10 Advisory Meeting
 - G. Volunteers will be staged at the check in desk to assist members

- H. Use of the new system will provide more accurate member usage, volunteer hours, etc. more accurately

Holiday Fair Recap

- A. A very successful event! The outcome was not only about dollars raised, but also exposure to the Center
- B. Having a greeter in the lobby was very important and will lead to new memberships
- C. Great volunteer support: special thanks to COA members Sheryl, Nick, Ruth Ann, and Linda as well as other volunteers who worked hard to make the day successful
- D. Vendor revenue was \$690 and the Silent Auction baskets raised \$865
- E. Concessions and the bake sale resulted in higher totals than last year and more bakery could have been used
- F. A debrief meeting was held following the event and it was identified that the new signage made a difference. Other conclusions identified: we had a great variety of vendors and adding grilled chessexes to the concessions made a positive difference

Special Events & Presentations

- A. November 5: Coffee with the Mayor was well attended and feedback from attendees was very positive. Quarterly meetings planned for 2026
- B. December 16: The annual Christmas party will be held at Memories and include entertainment by the HS Vocal Group.
 - a. Cost is \$25 and around 90 people have signed up so far.
 - b. Over 100 letters were sent out to businesses seeking donations of gift cards baskets or store items to be used as giveaways at the event with a goal to provide something to every person who attends.
- C. Finalizing the Lakeside Tea 2026 speakers with a great line up for the new year already in place. Only 4 months to fill remain.
- D. Special events, classes, and presentations
 - a. Jan 14: Painting class with Lynn Barber
 - b. Jan 22: The annual travel show featuring Collette travel will roll out the planned 2026 trips
 - c. Jan 30: Coffee with the mayor
 - d. TBD: Active shooter training. The city is not interested in joining the center

Membership

- A. 13 new members joined in October and 8 new members join in November
- B. Several individuals who attended the open house will sign up as new members at the start of 2026

General Center Updates

- A. Senior Singers are busy performing in the community on Mondays including assisted living and nursing homes
- B. Interest for providing ukulele and guitar lessons being assessed. At this point 5-6 folks are interested
- C. Class attendance is strong, however there are some snowbirds who will be gone for a few months

7. Member's/Liaisons' Business –NONE

8. Public Comments/Appearances - NONE

9. Next Meeting: January 5, 2026 at 4 PM

10. *Adjournment* - MOTION MADE BY SHERYL ROBERTS, SECONDED BY NICK DUDLEY TO ADJOURN AT 6:44 PM. Motion carried unanimously.

Respectfully submitted,
Linda Chaloupka, COA Secretary