

Agenda  
SENIOR CITIZENS COMMITTEE  
MONONA COMMUNITY CENTER  
Monona Room  
1011 Nichols Road  
Monona, Wisconsin

AGENDA

Wednesday, August 11th, 2022  
**5:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from March 2nd, 2022
4. Appearances
5. New Business
  - A. Review of Monona Senior Center Active Shooter/Active Threat Policy for approval
  - B. 2023 – 2027 Capital Budget proposal for Monona Senior Services
7. Reports
  - A. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts
  - B. Chairperson's Report – Alderperson, Brian Holmquist
  - C. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
  - D. NewBridge Report – Jim Krueger, Executive Director
  - E. Monona Senior Center Report – Diane Mikelbank, Director
7. Miscellaneous Business –
8. Next Meeting Scheduled: TBD
9. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Alene Houser at (608) 222-2525 (not a TDD telephone number), FAX (609) 222-9225, or through the City Police Department TDD telephone number 222-2535.

This public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information about or speak on a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Monona Senior Center  
SENIOR CITIZENS COMMITTEE

MINUTES  
March 2nd, 2022  
4:00 P.M.

The meeting of the Senior Citizens Committee for the City of Monona was called to order by chairperson, Molly Grupe at 4:10 p.m.

PRESENT:

Chairperson Alder Molly Grupe, Glenn Vosberg, Gwen Feit, John Anderson, Steve Halverson and Judy Runk

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director

ABSENT: Peggy McDonald

APPROVAL OF MINUTES:

Minutes of the September 1st, 2021 meeting were approved on a motion made by John Anderson and seconded by Gwen Feit to approve the minutes. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

A. Review of Updated Monona Senior Center Cash Handling Policy

Diane Mikelbank shared that through the recent State Re-Accreditation process, we often find policies that need updating. Our Cash Handling Policy notes that specific staff within the senior center handling various aspects of cash handling. With updated staffing to include our Program Coordinator, this role was added to the policy to reflect the role this position plays. Steve Halverson approved the Monona Senior Center Cash Handling Policy update. Motion was seconded by Glenn Vosberg. Motion carried unanimously.

B. Discussion on proposed changed to Monona transit services

Alder Molly Grupe, who also serves on the Transit Commission shared the proposal from Madison Metro to bring an expansion of their bus service into Monona offering service on weekends and into the evenings as well as offering a single bus pass system. The loop through Monona needs to be completed, including stops, in less than 20 minutes and Monona would be responsible to build any bus stop structures. The challenge with this plan is that Monona would also need to sign on to the Madison Paratransit system. This option is designed for those disabled or elderly who need a more specialized transportation service.

Unfortunately, Madison

Paratransit requires an application to be filled out by the potential user and this application needs to be signed by a medical professional. Finally, the individual would need to go through an in person interview with a Madison Transit staff person before the approval goes through. It is believed that many current riders of the Monona Lift would not be eligible for this Madison Paratransit service.

The Monona Transit Commission feels it is very important that transportation for our older adults be protected or provided at an extra expense to the City of Monona. It is unclear where the City would find the funds to provide this service or if First Student would agree to provide such limited services in Monona. This committee will be updated as the Monona Transit Commission develops more details.

C. Senior Center State Re-Accreditation Update and recommendations

The Monona Senior Center has been state accredited since 2005 through the Wisconsin Association of Senior Centers. Every five years, we go through a re-accreditation process where we review and update in each required field. This year's evaluation showed how we adjusted to the pandemic and how we continue to change and evolve over time. The review team really like the quarterly review format we have developed, felt our volunteer counseling Memo was a best practice and complimented us on our use of WVMO to promote our programs. They feel we need to try to find a way to make more space for programming, develop a way to give our volunteer receptionist a more private area – away from the general programming space and would like to see us develop an Active Shooter policy.

REPORTS:

- A. **Updates/Discussion on Diversity, Equity and Inclusion (DEI) Efforts** – Molly reported that the Transit Commission's work in bringing Madison Metro is an inclusion effort. Diane Mikelbank shared that the Senior Center wants all three staff to go through the Nehemiah Justified Anger course. Diane has taken it, Lori is currently going through the classes and Lisa will be registered for the fall. We are looking at more diverse music genres both for the senior center performances and the Friends Group summer concerts.
- B. **Chairperson's Report** – Alder Grupe shared that the city is working on improvements to Winnequah Road, keeping up with efforts with Nehemiah and working on bring more work force housing to Monona.
- C. **Friends Group Report** – Molly reported on behalf of the Friends Group that they are getting sponsorships and bands secured for the summer concert series. The idea of a Vegas Night fund raiser was brought up as a new way for the Friends to raise funds.
- D. **NewBridge Report** – Jim Krueger was not able to attend the meeting. It was shared that NewBridge has a waiting list for Case Management services that is 8-10 weeks long and our number on the Wait List as of 3/1/2022 is 51.
- E. **Monona Senior Center Report** – Diane Mikelbank shared the 2021 Annual Report.

MISCELLANEOUS BUSINESS: None

NEXT MEETING: TBA

ADJOURNMENT: A motion to adjourn was made by John Anderson and was seconded by Gwen Feit. Meeting adjourned at 5:40 p.m.

Respectfully submitted,



Diane Mikelbank, Director  
Monona Senior Center

City of Monona- Senior Center  
Active Shooter/ Active Threat Emergency Procedure

1.) **HIDE**

In the event of an active shooter/ active threat situation immediately seek shelter in the **STORAGE ROOM** and **MONONA ROOM**.

- If you are seeking shelter in the Monona Room crowd the wall underneath the window so you are out of the line of sight from the window
- Lock and/ or barricade the door with heavy objects
- Remain calm and quiet and hide behind larger objects for cover
- **DO NOT ANSWER THE DOOR FOR ANYONE**

2.) **NOTIFY LAW ENFORCEMENT**

As soon as it safe to do so call 9-1-1 and provide dispatch the following information:

- Your name
- Location of the incident
- Number of shooters (if known)
- Description of suspects and where they were last seen
- Your specific location inside the building

3.) **CONSIDERATIONS UPON LAW ENFORCEMENT ARRIVAL**

When law enforcement arrives on scene consider the following:

- Remain calm
- Follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling

It is important to remember law enforcement is there to address the threat first and will render aid when it is safe to do so.

## **IMPORTANT INFORMATION AS IT PERTAINS TO CELLULAR DEVICES:**

In the event of an active shooter/ active threat situation seek shelter immediately and do not delay in doing so by trying to retrieve personal property or a cellphone if it is away from you. However, if your cell phone is on your person or in the immediate area it can be an important resource to have at your disposal.

-If you have your cellphone on your person while you are seeking shelter remember to silence it or have it on vibrate to not give away your location to the assailant(s).

- Your cellphone provides an open line of communication to law enforcement and 911 dispatchers to receive or provide updated information.

- Lastly, cellphones can be a great source of evidence gathering for the event such as cellphone video/ audio clips. If applicable, coordinate with others who are seeking shelter to designate a person(s) take video of the incident for evidentiary purposes later.

TOTAL	GO BONDS	TIF	SEWER BONDS	OTHER REVENUES	STORM WATER RESERVES	WATER BONDS
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2023 PROJECTS

Family Bathroom Update	20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

Total	<u><b>20,000</b></u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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2024 PROJECTS

Tables	5,000	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

Total	<u><b>5,000</b></u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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2025 PROJECTS

Appliance Update	5,800	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

Total	<u><b>5,800</b></u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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2026 PROJECTS

	-	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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**City of Monona  
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Family/Gender Neutral Restroom Update
2. **Year Proposed:** 2023 Rank: 1
3. **Requested By:** Diane Mikelbank
4. **Prepared By:** Diane Mikelbank
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.**

The accessible restroom off of the main program space in the Senior Center has not been updated for decades. The toilet has a sign on it so users of this restroom will flush it properly as it is prone to not stop running. We have had several maintenance calls to repair it and we have always been able to get it to function.

Other aspects of the restroom can also use updates including the flooring, garbage receptacle that is built into the wall and a sink that is much too small, allowing no place to set down a purse or other items. We also need additional grab bars in this restrooms to bring it up to code.

6. **Future Cost (maint, staff cost, etc):** None

7. **Total Project Cost:**

Components: (see more details in quote)  
Project management/supervision/dumpsters and clean-up  
Demolition: Remove and dispose of existing restroom items  
Tile (floor, base and wall), paint, stain, drywall patch  
3 New Grab Bard per ADA standards  
36" X 20" countertop with integrated oval sink – use existing faucet  
Kohler K Toilet with Bemis seat  
Plumbing, Electrical, Permits

**Estimate Total:                   \$17,725.00**



1100 John P. Livesey Blvd.  
Verona, WI 53593  
P: 608-845-2290  
F: 608-845-2296

Date: 7/11/2022

Monona Senior Center  
Diane Mikelbank  
1011 Nichols Road  
Monona, WI 53716

Re: Monona Senior Center  
22-0104

Dear Diane,

We propose to provide construction services at 1011 Nichols Road, Monona, WI 53716 according to the following Scope of Work for a lump sum price of \$17,725.00. The duration of the project will be approximately 2 weeks. A complete schedule will be provided upon signing of this proposal.

## **SCOPE OF WORK**

### **GENERAL CONDITIONS**

- Project management
- Supervision of all trades
- Project Safety Management
- Temporary enclosures
- Dumpsters
- Ongoing cleanup
- Final cleaning

### **EXISTING CONDITIONS/DEMOLITION**

- Prior to beginning a demolition or renovation project, the owner/operator of a structure is required by NR 447 to have the structure inspected for the presence of asbestos by an asbestos inspector licensed by the WI Department of Health and Family Services (DHFS). Also, refer to the environmental checklist attached for known hazards to be evaluated prior to demolition.
- Remove and dispose of existing toilet.
- Remove and dispose of existing grab bars.
- Remove and dispose of existing countertop.
- Remove and dispose of existing wall tile.
- Remove and dispose of existing floor tile.
- Remove and dispose of existing light above vanity.
- Remove and dispose of existing paper towel holder and trash receptacle.
- Remove and reuse existing sink faucet.



## **FINISHES**

- Provide and install Articulo Column Grey floor tile. (Approximately 70 SF).
- Provide and install 6" Articulo Column Grey Base Tile on all bathroom base excluding the wall-base that will receive wall tile.
- Provide and install Articulo Feature Beige Wall Tile from floor to ceiling on (1) wall. (Approximately 90SF).
- Prime and paint (2) coats of owner selected color on all walls and ceiling.
- Stain / paint (1) door to owner selected color.
- Paint (1) hollow metal door frame to match existing.
- Drywall patch and repair as needed where existing wall tile is.

## **SPECIALTIES**

- Provide and install (3) new grab bars per ADA Standards.

## **FURNISHINGS**

- Provide and install 36" wide 20" deep Corian Matterhorn countertop with integrated oval sink to include a 4" apron on the front and left side of the countertop.

## **PLUMBING**

- Provide and install (1) new Kohler K—3979-0 Toilet with Bemis 1955SSC Seat.
- Reinstall existing faucet.

## **ELECTRICAL**

- Provide and install (1) new LED light at existing vanity location. (Allowance of \$200.00 for light fixture).

## **EXCLUSIONS**

- Roofing.
- Testing of any kind.
- Any utility company fees.
- Temporary electric or water use fees.
- Phone/data cabling
- Demolition, revision, or correction of any existing hidden conditions.
- Builder's Risk insurance.
- Any items not specifically included in the scope of work.
- Overtime or after-hours work.
- Permits
- Portable toilets.

### **Terms & Conditions**

1. This proposal is valid for 30 days from the date of this proposal.
2. Any modifications to the scope of work that are required by the State of Wisconsin, local building departments or other permitting and/or regulatory agencies or authorities will be treated as a contract Change Order and may require additional cost and/or an extension of the contract time.
3. The disturbance of asbestos is regulated in part by Chapter NR 447, Wisconsin Administrative Code. Prior to beginning a demolition or renovation project, the owner/operator of a structure is required by NR 447 to have the structure inspected for the presence of asbestos by an asbestos inspector licensed by the WI Department of Health and Family Services (DHFS). The DHFS maintains a list of licensed inspectors for the public's review. This inspection will determine the categories of asbestos present in the structure. As a result, some categories of asbestos may be able to remain in place. Others will have to be removed before the project is started.
4. Applications for Payment will be submitted to the Owner monthly. Payment will be due 15 days from invoice date. Interest at the rate of 12% annual interest will be charged on late payments.
5. The Owner will obtain insurance to protect the project (Builder's Risk). Coverage is to be for the full amount of the project and written to protect the interests of the owner, KSW Construction Corporation, KSW Construction Corporation subcontractors, and sub-subcontractors. Coverage will protect materials incorporated into the building, materials stored on site and materials in transit. Owner will furnish KSW Construction Corporation with a Certificate of Insurance showing that the coverage exists and naming KSW Construction Corporation as an additional insured.

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

If this proposal is acceptable, please sign below and fax or mail a copy of this letter to our office indicating your authorization to proceed with this work. Thank you for your confidence in KSW. We are looking forward to working with you on this project.

Sincerely,

Monona Senior Center

7/11/22

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Zachary Slaby

Assistant Project Manager

KSW Construction Corporation

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*Client Authorization Name (please print)*

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*Title (please print)*

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*Client Authorization Signature*

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*Date*

**City of Monona  
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Tables Replacement
2. **Year Proposed:** 2024 Rank: 1
3. **Requested By:** Diane Mikelbank
4. **Prepared By:** Diane Mikelbank
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The Senior Center 6-foot and 8-foot tables were last replaced in 2015. These tables get a lot of use and are set up and taken down several times each week. Mity Lite makes quality tables and their construction with lighter materials makes these a wise choice considering how often Senior Center staff need to carry them.

Currently, we are seeing the need for repair on some of these tables. They are sometimes used outdoors for swim meets or other community events. To replace all of our tables, we would need 8 8-foot tables and 4 6-foot tables.

6. **Future Cost (maint, staff cost, etc):** None

7. **Total Project Cost:**

<b>8 Foot Tables</b>	Unit Cost: \$307.00	Qty Needed: 8	Total: \$2,456.00
<b>6 Foot Tables</b>	Unit Cost: \$276.00	Qty Needed: 4	Total: \$1,104.00
<u>Shipping:</u>			<u>Unknown</u>

Table Total: \$4,119.00

**Proposed budget to include shipping: \$5,000.00**

# QUOTE ACKNOWLEDGEMENT

THIS IS NOT AN INVOICE



**MITYLITE**

**holsag**

**BERTOLINI**

**XpressPort**

Created On: 6/23/2022

Sales Quote Number: SQ30918

Mity Customer Number: 467976

Page: 1 Of 2

**Deposit required. Amount subject to credit approval.**

**Bill**

To: CITY OF MONONA  
Accounts Payable  
5211 Schluter Road  
Madison, WI 53716  
United States

**Sell**

To: MONONA SENIOR CENTER  
Diane Mikelbank  
1011 Nichols Road  
Madison, WI 53716  
United States

**Ship**

To: MONONA SENIOR CENTER  
Diane Mikelbank  
1011 Nichols Road  
Madison, WI 53716  
United States  
608-222-3415

Ship Via	Payment Terms	Sales Person
ORIGIN, Freight Prepaid	Payment Terms Pending	John King

Item No.	Description	UOM	QTY	Unit Price	Total Price
RT3096SGB0200060000	RT 3096 SGB W29BLK ABS RECTANGLE TABLE 30" X 96" Top: Speckled Grey (Smooth) Bottom: Black Trim ABS Black Leg: Wishbone Leg/Base Color: Black Sand Height: 29in. Tall	Each	8	\$307.00	\$2,456.00
RT3072SGB0200060000	RT 3072 SGB W29BLK ABS RECTANGLE TABLE 30" X 72" Top: Speckled Grey (Smooth) Bottom: Black Trim ABS Black Leg: Wishbone Leg/Base Color: Black Sand	Each	4	\$276.00	\$1,104.00

**Subtotal** \$4,119.00  
**Sales Tax** \$0.00

**THANK YOU FOR CHOOSING MITY!**

**Quote Total** \$4,119.00

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* **NET Pricing Applied.** \* **Quotes are valid for 30-days.** \* **Delivery is Dock-to-Dock.** \* **Sales Tax may be applicable.**  
\* **Customer is responsible for offloading order at delivery time unless otherwise prearranged.**

\***Freight Quotes are estimates. The Freight charge on your order, will reflect the current freight cost the day the order is placed.**

\* *Mity, Inc. charges a 3% processing fee for all credit card payments.*



MityLite Inc. P.O. BOX 732698, Dallas, TX, 75373-2698 US | PHONE 801-224-0589 ext 4200 FAX 801-224-6191

**City of Monona  
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Appliance Updates
2. **Year Proposed:** 2025 Rank: 1
3. **Requested By:** Diane Mikelbank
4. **Prepared By:** Diane Mikelbank
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

In 2017 a kitchen remodel included new appliances in the Senior Center kitchen. I am proposing this capital budget purchase to get ahead of potential worn out/repairs needed in this kitchen. Consumer Reports estimates new appliances will last approximately 10 years. Because we use domestic appliances in a commercial setting, I am planning for a couple years earlier.

Why a Commercial Dishwasher? With the addition of the Nutrition Program on Fridays starting in April 2022, we have been carting dishes upstairs to the Main Hall to meet the Dane County regulations for dish sanitation. By offering a commercial machine right in the Senior Center, we will be able to manage re-usable dishes in the same space where we hold the Nutrition Program.

6. **Future Cost (maint, staff cost, etc)** None
7. **Total Project Cost:** \$5,800  
**Component Costs:** Commercial Dish Washer \$3,000  
Refrigerator \$1,000  
Microwave (if necessary) \$300  
Bunn Coffee Maker \$1,000  
Potential Popcorn Machine \$500

# QUOTE ACKNOWLEDGEMENT

THIS IS NOT AN INVOICE



**MITYLITE**

**holsag**

**BERTOLINI**

**XpressPort**

Created On: 6/23/2022

Sales Quote Number: SQ30918

Mity Customer Number: 467976

Page: 2 Of 2

**Deposit required. Amount subject to credit approval.**

**Bill**

To: CITY OF MONONA  
Accounts Payable  
5211 Schluter Road  
Madison, WI 53716  
United States

**Sell**

To: MONONA SENIOR CENTER  
Diane Mikelbank  
1011 Nichols Road  
Madison, WI 53716  
United States

**Ship**

To: MONONA SENIOR CENTER  
Diane Mikelbank  
1011 Nichols Road  
Madison, WI 53716  
United States  
608-222-3415

Ship Via	Payment Terms	Sales Person
ORIGIN, Freight Prepaid	Payment Terms Pending	John King

Item No.	Description	UOM	QTY	Unit Price	Total Price
	Height: 29in. Tall				
	Freight Costs fr		1	\$509.00	\$509.00
	Lift Gate Service		1	\$50.00	\$50.00

**THANK YOU FOR CHOOSING MITY!**

Subtotal \$4,119.00  
Sales Tax \$0.00  
**Quote Total \$4,119.00**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\* NET Pricing Applied. \* Quotes are valid for 30-days. \* Delivery is Dock-to-Dock. \* Sales Tax may be applicable.  
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