

**City of Beaver Dam**  
**Community Activities & Services Department (BDCAS)**  
**Senior Division**  
**Advisory Committee Meeting Minutes**  
**Tuesday, February 22, 2022 – 8:30am**

**Due to weather conditions, this meeting took place via Zoom.**

**Called to Order:**

By Chairman, Erv Munro at 8:32am

**Roll Call:**

**Present:** Anne Pellerin, Bob Falk, Eileen Goodman, Erv Munro, Jim Olson, Kay Appenfeldt, Marsha Horne, Mary Morgan, Jana Stephens, Traci Gmeinder

**Excused:** Diane Coulter, Eric Williams, Jan Richardson

**Approval of Minutes:**

Motion to accept minutes made by Mary M., seconded by Eileen G. Motion carried.

**Financial Report:**

Report read by Mary M. Motion to accept made by Eileen G., seconded by Marsha Horne. There was a question from Jim O. about the donation from Walmart. It was a donation fundraiser for the Fall Cleanup. The motion carried.

**Kay Appenfeldt, Alderperson and Beaver Dam Common Council Liaison** – The city has contracted with a firm to design the Splash Pad at Swan Park. An \$855,000.00 grant has been awarded for this project.

The City has issued a contract to a general contractor for the 2022 Swan Park Lagoon Restoration Project. Construction will include repairing the lagoon walls, bridge repair, sidewalks, and rebuilding/restoring the fountain.

Construction has been completed on Woodland Dr. (located across from Fleet Farm). People can access the drive from N. Spring St. and drive to its end on Hwy 33. The new DPW building will be located at the former Evoqua building. When the remodeling is completed (there has been a slight delay) people can access the building from Hwy. 33 or N. Spring St. People living in the new subdivision have access the same way.

Interviews continue to hire a new City Administrator.

New downtown business: Sassy Creation at 213 Front St. (handcrafted articles) and Signs by Rob at 216 Front St.

**Old Business:**

**Advisory Committee Vacancy** – Recommendation to appoint Bev Anderson to fill a vacant position. Bev has lived in Beaver Dam for 49 years. She and her husband, Rod recently retired. Bev worked in real estate for 25 years and served in several leadership positions over the years. Some of her volunteer experiences include serving on the Dodge County Board of Realtors, the Fair Housing Board, First Lutheran Church and Habitat for Humanity. Bev was recently elected to the Board for the Beaver Dam Community Theater and is one of our newest volunteers at The Watermark Welcome Desk.

Motion made by Marsha H. to accept Bev A. as a member of the Advisory Committee. Seconded by Eileen G. Motion is carried. Bev A. will join us at the next meeting.

**Advisory Committee Elections** – Review plan to transition from elections to appointments. Ervin M. went through the proposed changes with explanations along the way. Motion to accept the new procedures made by Mary M. Seconded by Eileen G. There was a discussion concerning “Appointment Process, Step 6” - “Administrator personally contacts candidates who were not nominated or selected.” Jana S. said she will contact people not selected and may ask them to help in other ways. The discussion continued with questions on how to go forward with the new procedure, who can submit names. The motion was carried.

#### **New Business:**

**Volunteer Recognition for \$1,500.00** – Each year we recognize our volunteers in the Community Center Courier and at a recognition event. We spend an average of \$1,500.00 annually on our Volunteer Recognition Event. Plans are being made for the April 2022 Volunteer Recognition Event. In the past BDCAS has hosted a buffet meal and a program. In 2021 a drive-thru meal and gift bag were given out. For 2022, a gift card and thank you or a summer event could be planned. A motion was made by Mary M. for the expenditure of \$1,500.00 for the Volunteer Recognition Event. Seconded by Bob F. Motion carried.

**“InSpire Senior Living” Marketing \$1,000.00** – InSpire magazine is a local monthly publication enjoyed by men and women. The many articles include recipes, makeovers, book reviews, health and human interest. InSpire Senior Living is a special edition published each May. This issue features stories about men and women ages 50 to 90+. The BDCAS Senior Division has invested in this advertising opportunity for several years. The cost includes a full page ad, a feature article on active older adult activities and five BDCAS Senior Division participants are featured in the magazine. We will receive as many copies as we want to distribute at The Watermark. The distribution of this special issue goes beyond Dodge County and is free. A motion was made by Eileen G. for the expenditure of \$1,000.00. Seconded by Marsha H. Motion is carried.

**Administrator’s Report – Jana Stephens:** Due to the ice storm all activities and programs at The Watermark are cancelled for the day (2/22/2022). The building itself is closed with all staff working from home. (For more details about closures see page 2 of the Community Center Courier.)

The March/April Community Center Courier is now available online and in hard copies. Thank you to all the volunteers that sort and deliver them to area businesses, organizations and apartment complexes.

We continue to offer new and engaging programs and activities. Options include in-person, virtual and hybrid. Current programs continue to grow with new participants added.

Our oldest participant, Dorothy Knaup, recently turned 100 years old. She joined us at The Watermark for Bingo and Hooks & Needles the week of her birthday. Bingo players sang Happy Birthday to her and we celebrated with cupcakes and balloons at Hooks & Needles. Dorothy’s daughter Lynann Nehls asked if we could put something in the Community Center Courier. After getting Dorothy’s permission, we included her in the Courier and on our digital signs at The Watermark. We will feature Dorothy on the digital signs at The Watermark for about a month.

WASC Spring Training is scheduled for Friday, April 29 in Appleton. The annual conference is designed for staff members who manage and lead programs and services for seniors. Jana S. will be attending the training. BDCAS will be formally recognized at the conference for Reaccreditation. Details are pending. Jana will update the Advisory Committee as more

information is available.

Jana S. is now a reviewer for WASC Accreditation and has completed one Accreditation Review in Fort Atkinson in February and has another one scheduled for Jefferson in March. The Peer Review Team usually includes representatives from three different senior centers/parks & recreation departments. There is a lot to be learned by visiting other communities and reviewing their materials. Jim O. wanted to give a shout out to Mary Anne Z. for teaching the Strong Bodies exercise program. Thank you Beaver Dam for The Watermark.

**Next meeting:**

March 22, 2022 at 8:30am

**Adjournment:**

Motion made by Mary M. to adjourn. Seconded by Eileen G. Meeting was adjourned at 9:26am

Respectfully submitted by: Anne Pellerin