



SENIOR ADVISORY COMMISSION and PARTNERS

Communicating the social, economic, recreational, cultural, and personal needs of the senior portion of the City's population.

COMMISSION MEMBERS

Carolyn Durbin*, LaVonne Kroells*, Lois Schultz*, Tom Simmons*, Kay Hampshire*, Cathleen Williams*, Mary Spille*, Elroy Latzig*, Betty Settergren*

SENIOR HOUSING ADVISORS

Ranemma Walker - The Haven, Laurie Hilgers - The Harbor, Brenda Schmitz - Peace Villa, _____ - Oak Grove

COMMUNITY/CITY REPRESENTATIVES

Alan Krueger*- City Council, Karen Hallquist - City Hall, Corp. Jordan Voigt -CC Sheriff Office, Dawn Plummer- CC Public Health
(*) voting members

1. Call meeting to order
2. Pledge of Allegiance
3. Adopt agenda
4. Approve minutes from November 17, 2022
5. Updates

Monitor and expand housing options for seniors -

- 5.1 Senior Residence Updates
 - a. Harbor / Haven
 - b. Peace Villa
 - c. Oak Grove

Provide safe options for seniors to get around -

- 5.2 City Bus Update
 - 5.2.1 Shopping Trips
 - 5.2.2 "Out & About" Trips

Identify and promote education and social options for seniors -

- 5.3 NYA Senior Center
- 5.4 Carver County Public Health
- 5.5 Carver County Sheriff's Department

6. New Business

- 6.1 2023 Goals
- 6.2 Bylaws

7. Old Business

8. NYA City Council Update

9. Adjournment

Next Senior Advisory Meeting - Thursday, January 19, 2023 @ 9:00am @ City Hall

Merry Christmas & Happy New Year!!!!

**Senior Advisory Commission
November 17, 2022, 9am
Minutes**

Commissioners In Attendance: Lois Schultz, Carolyn Durbin, Tom Simmons, Cathleen Williams, Mary Spille, Elroy Latzig, Kay Hampshire, LaVonne Kroells, Betty Settergren
Advisors in Attendance: Deputy Jordan Voigt, Dawn Plummer
City Staff: Karen Hallquist and Cristi Kinkel
Others: Peggy Hopf, Donna Clemen

1. Call meeting to order

Kroells called the meeting to order at 9am.

2. Pledge of Allegiance

3. Adopt agenda

Motion: CD/CW to approve the agenda with the addition of 5.5.1 Stoplights and 6.b Bylaws. Motion passed. 9-0

4. Approve minutes from September 15, 2022

Motion: TS/KH to approve the minutes with the addition of adding LaVonne Kroells to the attendance for the September 15, 2022 meeting. Motion passed. 9-0.

5. Updates

Monitor and expand housing options for seniors -

5.1 Senior Residence Updates

a. Harbor / Haven

Laurie Hilgers shared via email that the Harbor has 4 open (2 reserved) apartments, Haven 6 open (1 reserved), Reflections is full. There are multiple positions available including residence service coordinator, RA, and dining assistants.

b. Peace Villa

Schmitz was not in attendance. Cathleen shared construction is still going on a will continue through January. Early February as possible finish.

c. Oak Grove

Kay shared there is still no manager but AnneMarie Stolz is filling in. CDA is sponsoring a Christmas party on December 6th.

Provide safe options for seniors to get around -

5.2 City Bus Update

5.2.1 Shopping Trips -

Hallquist shared that the shopping trips will continue. The 5th Tuesday will be going to Hutchinson. New fliers for 2023 showing new pricing due to rising bus costs. Trips to further destinations will increase, for example going to Hutchinson will increase to \$5 per rider.

5.2.2 "Out & About" Trips

Hallquist shared the trips are not well attended and most have been cancelled. Only 2 out of 13 have occurred, showing a lack of interest or need for the trips. Starting November 1, 2022, a minimum of 8 riders is necessary to accommodate the trip or it will be cancelled. A letter from the City Clerk/Finance Director was shared showing a loss for the past 3 years. NYA is the only city in Carver County that has a city bus and with a lack of riders, makes it hard to pay the driver, let alone other costs. Trips will go on as scheduled, if occupancy is reached, through the end of the year, but starting January 1, 2023, the frequency of Out & About trips will drop to 1 per quarter.

There was a lot of discussion around trying to help make the bus more profitable – changing advertising, how to gain more riders/interest. Other methods of transportation that service the NYA were shared – SmartLink, Carver County Veteran's Services, WeCab and Trailblazer Transit.

Kroells tasked Kay Hampshire, Betty Settergren, Alan Krueger, Cathleen Williams and Peggy Hopf with gathering information about what types of trips would be of interest for future Out & About trips and report back to the group in January.

Identify and promote education and social options for seniors -

5.3NYA Senior Center -

Kroells reported gatherings have been well attended, still doing 1st and 3rd Wednesdays.

5.3 Carver County Public Health

Plummer shared there were two senior expos in September. The County is giving away at home COVID tests and the state is offering to send 4 more per month due to holidays coming up. There has been a lot of respiratory illness, so continue to use good health practices.

5.4 Carver County Sheriff's Department

Voigt shared with the recent snow to be careful outside and scams/fraud are on the rise with the upcoming holiday season, using family member has been injured or is sick, please send money. Voigt stressed no one should give personal information via their phone or email.

Williams addressed issues with the stoplight at Faxon/212. Would like a recommendation to be made to the state again.

6. New Business

6.1 2023 Goals

Goals discussion was tabled for December/January meeting.

a. Lunch & Learns

Hallquist reported proposed dates for 2023 - Jan 25th, May 24th and Sept 27th. Chair yoga was chosen for January, other topics picked from the SMRLS flier include: Your Right to Stay: Assisted Living and Nursing Home Rights, Know Your Rights: Health Care Directives & Powers of Attorney, Tips to Avoid Probate and alternate topic: Social Security Tips for Seniors.

b. Bylaws

Kroells stated bylaws need to be looked at and usually get presented to the City Council in January. Hallquist will verify as she knows City Code addresses Senior Advisory but has not seen bylaws.

7. Old Business

None

8. NYA City Council Update

Hallquist recommended stopping by City Hall office to view the drawing for the New Old Town.

9. Adjournment

Motion: TS/CW to adjourn. Motion passed 9-0.

Next Senior Advisory Meeting – Thursday, December 15, 2022 @ 9:00am @ City Hall

Submitted by:

Karen Hallquist, Community & Economic Development Director

Monitor and expand housing options for seniors

- Receive updates on local senior facilities including Peace Villa, Oak Grove Residence, The Harbor, The Haven and Reflections - ongoing
- Reach out to local churches, organizations and businesses about senior assistance resources including Beyond the Yellow Ribbon - **NOT completed - can be goal for 2023**
- Support city research on additional senior housing and subsidized housing - ongoing
- Share AARP guide and moving resources to seniors via Senior Center, City Hall, newsletter to encourage aging in place at home - ongoing

Provide safe options for seniors to get around

- Monitor City of NYA bus trips - ongoing
- Create an annual bus outing schedule and advertise in Community Ed brochures, City Newsletter, flyers and NYA-TV - ongoing
- Work with SmartLink and city staff to schedule weekly shopping trips and bi-monthly outings - ongoing
- Select "out & about" trips quarterly - options discussed: Mystic Lake, Eden Prairie Mall, Hillcrest Café (and other local restaurants), local concerts (that do not need a prepaid ticket) - completed for 2022
- Replace the city bus logo - removed old logo in 2022, has city logo on it

Identify and promote education and social options for seniors

- Host the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month from September to May - ongoing
- Organize three "Lunch & Learns" topics and dates at the NYA Senior Center - **NOT completed - can be goal for 2023**
 - 1. Balance (February)
 - 2. Health Aid Supplies & Drug Take Back (April)
 - 3. Mental Health (October)
- Share information from Carver County Public Health updates about COVID-related concerns, food resources and senior citizen wellness - ongoing
- Share information from the Carver County Sheriff's Department about community concerns regarding senior citizens - ongoing
- Create a quarterly insert in the City Newsletter specifically addressing senior citizen topics - completed and ongoing
- Utilize the NYA-TV to promote all Senior Advisory Commission activities - ongoing
- Partner with Peace Village to sponsor a Music in the Park night - **NOT completed - Music in the Park schedule did not allow for this to happen.**
- Advertise Senior events and NYA Senior Center in the Community Ed brochures - **NOT completed - can be a 2023 goal.**
- Support the atrium/walking track at Central Public Schools - completed - walking track to be completed with Central School project in 2024



Senior Advisory Commission Proposed 2023 Goals

Monitor and expand housing options for seniors

- Receive updates on local senior facilities including Peace Villa, Oak Grove Residence, The Harbor, The Haven and Reflections
- Reach out to local churches, organizations and businesses about senior assistance resources including Beyond the Yellow Ribbon
- Support city research on additional senior housing and subsidized housing
- Share AARP guide and moving resources to seniors via Senior Center, City Hall, newsletter to encourage aging in place at home
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Provide safe options for seniors to get around

- Monitor City of NYA bus trips
- Create an annual bus outing schedule and advertise in Community Ed brochures, City Newsletter, flyers and NYA-TV
- Work with SmartLink and city staff to schedule weekly shopping trips and quarterly outings
- Select "out & about" trips quarterly
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Identify and promote education and social options for seniors

- Host the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month from September to May
- Organize three "Lunch & Learns" topics and dates at the NYA Senior Center
 - 1. Senior Stretching – Wed, January 25, 2022, 11am – 1pm at Pavilion
 - 2. SMRLS "Social Security Tips for Seniors & Assisted Living and Nursing Home Rights" – Wed, May 24, 2022, 11am – 1pm at Pavilion
 - 3. SMRLS "Know Your Rights: Health Care Directives & Powers of Attorney and Tips to Avoid Probate" – Wed, September 27, 2022, 11am-1pm at Pavilion
- Share information from Carver County Public Health updates about COVID-related concerns, food resources and senior citizen wellness
- Share information from the Carver County Sheriff's Department about community concerns regarding senior citizens
- Create a quarterly insert in the City Newsletter specifically addressing senior citizen topics
- Utilize the NYA-TV to promote all Senior Advisory Commission activities
- Partner with Peace Village to sponsor a Music in the Park night – Contact Community Ed
- Advertise Senior events and NYA Senior Center in the Community Ed brochures
- Support the atrium/walking track at Central Public Schools
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TO: Senior Advisory Commission
FROM: Cristi Kinkel, Community & Economic Development Administrative Assistant
DATE: December 15, 2022
SUBJECT: SAC Bylaws vs. Chapter 2: Administration City Code

Senior Advisory Commission bylaws were incorporated into City Code. After review and comparison of the most recent Bylaws found from 2018 with City Code, the following differences were found:

1. City Code details the composition of the Commission in more detail than the 2018 Bylaws. City Code states: "The Senior Advisory Commission shall consist of at least nine (9) members: one (1) City Council member, two (2) ad hoc (non-voting) representatives from Peace Village/The Harbor, and at least six (6) members of the local community."
2. City Code established the Commission "shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. (Amended by Ord 324, 3-9-2020)"
3. City Code condensed the Purpose of the Commission from 3 paragraphs.
City Code states: "The purpose of the Senior Advisory Commission is to provide senior citizens with a valuable resource, which can be used to effectively communicate the social, economic, recreational, cultural, and personal needs of the city's senior population."
4. City Code does not define where and when the Commission will meet, as did the bylaws. No specific location or time allows flexibility for rescheduling if necessary, however, City Code does address the requirement to submit "a monthly report of its work during the preceding month." Minutes are taken each month along with monthly reports to the City Council via the City Council representative.
5. City Code does not address a quorum, as did the Bylaws. Bylaws state: "Four members must be present at a regularly scheduled meeting for a quorum, but all actions would require an affirmative vote from the majority of all voting members of the Commission. If not, these items shall be placed upon the next meeting agenda." According to the City Attorney, for a quorum, there needs to be one half of the number of voting commissioners plus one commissioner. In this case, there are currently 10 voting members of the Senior Advisory Commission. For a quorum, there must be 6 voting members present.

6. The Powers and Duties of the Commission are exactly the same as printed in City Code and the Bylaws.
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The following is Chapter 2: Administration, Section 253 – Senior Advisory Commission

253.01 Establishment of Commission. The Senior Advisory Commission for the City of Norwood Young America shall be hereby established. *(Established by Ord. 297, 01-08-2018)*

253.02 Composition. The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) members of which one shall be a City Council Member. The Senior Advisory Commission shall consist of at least nine (9) members: one (1) City Council member, two (2) ad hoc (non-voting) representatives from Peace Village/The Harbor, and at least six (6) members of the local community. The majority of the commission shall be at least 55 years of age. Voting members shall reside within the city. (Amended by Ord 324, 3-9-2020)

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the City Council.
- B. The City Council member shall be appointed annually. All other Commission members shall be appointed for a (3) year term. All terms shall expire on January 1 of the appropriate year.
- A. The Norwood Young America City Administrator or their designee will serve as a liaison to the Commission.

253.03 Organization, Meetings, Etc.

- A. The Commission shall annually appoint from its members a Chairperson, a Vice Chairperson, and a Secretary.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. (Amended by Ord 324, 3-9-2020)

253.04 Powers and Duties of the Commission. The purpose of the Senior Advisory Commission is to provide senior citizens with a valuable resource, which can be used to effectively communicate the social, economic, recreational, cultural, and personal needs of the city's senior population. The Senior Advisory Commission's primary powers and duties include the following:

- A. To provide an open forum where information on important community senior issues can be received and discussed.
- B. To act as a liaison for the senior community to local government and other private organizations.
- C. To educate the rest of the community on issues affecting senior citizens through the publication of materials and within open public forums where senior views can be accurately represented.
- D. To explore and assist in the development of senior projects and programs, which promote positive relationships between senior citizens and the community.
- E. To build community consensus in advocating for specific senior projects or programs.
- F. To advise the City Council on issues concerning senior citizens and to recommend appropriate solutions.
- G. To provide feedback to the City Council assessing the current and future needs of the senior citizen community for program planning purposes.



City of Norwood Young America
SENIOR ADVISORY COMMISSION
Bylaws

PURPOSE

The Senior Advisory Commission has been established for the purpose of providing senior citizens with a valuable resource, which can be used to effectively communicate the social, economic, recreational, cultural, and personal needs of the senior portion of the City's population.

The Commission is advisory only and will make recommendations to the City Council for the establishment and/or funding of various programs and services needed by the senior population. The Commission will also enable the City Council to be more in tune to the concerns and the impacts of various projects and decisions upon the senior citizen community living within the City of Norwood Young America. Additionally, the Commission will also promote a public understanding of both the needs and the many contributions made by older citizens.

Our senior residents are seen as a great asset to the community. This group of residents can provide a different perspective on a wide array of issues and how these issues affect those members of the population 55 years of age and older. Their concerns and possible solutions are important in creating a better community for all those living within the City of Norwood Young America.

MEETINGS

Meetings of the Senior Advisory Commission will be held on the 3rd Thursday of each month beginning at 9:00 a.m. The location of the meetings will alternate between The Haven, 600 Railroad Drive or the Oak Grove Senior Center, 114 Reform Street N.

ORGANIZATION

The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) voting members and one alternate member representing the City Council. The Norwood Young America City Administrator or their designee will serve as a liaison to the Committee. The majority of the commission shall be at least 55 years of age and have a genuine interest in and an appreciation for issues affecting senior citizens. The Commission shall annually select from its members a Chairman, Vice-Chairman, and Secretary.

APPOINTMENTS AND VACANCIES

Members of the Commission are appointed by the City Council and can be removed by the City Council. Four members must be present at a regularly scheduled meeting for a quorum, but all actions would require an affirmative vote from the majority of all voting members of the Commission. If not, these items shall be placed upon the next meeting agenda. If a vacancy should arise on the Commission, the seat shall be filled for the remainder of the term, through appointment by the City Council.

TERMS OF OFFICE

All members shall serve three (3) year terms. Members of the Commission may seek reappointment. All regular terms shall commence on the first day of January in each year.

POWERS AND DUTIES

The Senior Advisory Commission's primary powers and duties include the following:

- To provide an open forum where information on important community senior issues can be received and discussed.
- To act as a liaison for the senior community to local government and other private organizations.
- To educate the rest of the community on issues affecting senior citizens through the publication of materials and within open public forums where senior views can be accurately represented.
- To explore and assist in the development of senior projects and programs, which promote positive relationships between senior citizens and the community.
- To build community consensus in advocating for specific senior projects or programs.
- To advise the City Council on issues concerning senior citizens and to recommend appropriate solutions.
- To provide feedback to the City Council assessing the current and future needs of the senior citizen community for program planning purposes.

These by-laws may be amended by a majority vote of members present.

Updated: February 22, 2018