

NOTICE OF REGULAR MEETING  
**Merrill Enrichment Center Committee**  
MEC Conference Room  
**Thursday November 17<sup>th</sup>, 2022 at 2:15pm**  
**To attend via phone:** Phone: 440-462-3179 PIN: 648 455 087#

**Committee Members:** Laura Bertagnoli (Chair), Rick Blake (Aldersperson), Gene Bebel, Rose Akey, Sharon Harvey, Sharon Anderson, Teresa Baker, Jennifer Clark (ADRC Representative)

**Agenda**

- 1. Opening (2:15)**
  - a. Call the meeting to order
- 2. Consent Items**
  - a. Approval of October meeting minutes
  - b. Approval of Oct/Nov vouchers
- 3. Public Comment**
- 4. Operations**
  - a. Final Budget numbers
  - b. Thanksgiving, Christmas numbers
  - c. Questions for survey
    - i. Previously discussed action will begin in January
- 5. ADRC**
  - a. Updates
- 6. Discussion**
  - a. Marketing meeting/Town Hall Nov. 17th at 5:15 and 6:00 respectively
  - b. Open discussion from Committee
  - c. December meeting?
- 7. Adjournment (3:15)**

The next meeting is to be determined.  
*Respectfully submitted,*

*TMrachek*  
Tammie Mrachek  
MEC Director

**Enrichment Center Mission** *Dedicated to Enhancing Lives and Bringing Generations Together*

## OCTOBER '22 MEETING MINUTES

### **Merrill Enrichment Center Committee**

Meeting was held on Oct. 20<sup>th</sup>, 2022 at 2:15pm

Merrill Enrichment Center Conference Room – 303 N. Sales Street

*Present:* Rick Blake (Alderpersion), Laura Bertagnoli (Chair), Gene Bebel,

Sharon Anderson, Teresa Baker, Sharon Harvey, Rose Akey

Jennifer Clark *via phone* (ADRC representative)

*also in attendance:* Chantel Kuczmarski, City's Communications Consultant

#### **1. Opening**

- a. Bertagnoli called the meeting to order.

#### **2. Consent Items**

- a. Motion by Blake second Harvey to approve September '22 minutes. Motion carried.
- b. Motion by Akey second by Baker to approve Sept/Oct '22 vouchers. Motion carried.

#### **3. Public Comment**

- a. Anderson is impressed with our November newsletter and all of the offerings the MEC provides for our community. Bebel mentioned the newsletter is a strong example of marketing what the MEC has to offer our City. Director reminded all that the newsletter is of no cost to us based on our local advertisers so we want to make sure to support and thank them.
- b. Bertagnoli shared how pleasantly surprised she was with the recent workshop, "Who Gets Grandmas Pie Plate." She expressed how thought provoking it was and encourages others to attend if offered again.

#### **4. Operations**

- a. Director shared the upcoming budget information. Bertagnoli questioned the Intergovernmental revenue of \$25000. Director explained that is from Federal ARPA – Am Rescue funds and could be used to fund the requested 50 hours for each of the three MEC employees to be used for our five annual events. Director also shared the expected 2023 revenues of \$10,649 from the MEC activities.
- b. Director shared attendance numbers from 2018-Sept 30<sup>th</sup>, 2022. We have already surpassed 2021 attendance numbers and have 3 months left in the year.
- c. Our annual Thanksgiving and Christmas outreach season is upon us. The MEC will work with Our Saviour's Church to organize delivery and pick-up of thanksgiving meals to our community. This will take place in the MEC/Expo. The MEC is excited to host a Christmas sit-down meal this year as well as delivery to those spending the holiday alone. This will take place on December 22<sup>nd</sup>.
- d. Holiday Shop, Sip & Support will return this year on Dec. 2<sup>nd</sup>. The MEC will host in our Expo. We will have local boutiques and direct sales vendors for your holiday shopping. Anderson, Harvey, and Kuczmarski provided suggestions on where and how to obtain wines and seltzers for the event. The Historical Society will be applying for a picnic license for this event. The MEC has a bartender for the evening.

#### **5. ADRC**

- a. Clark shared the ADRC's partnership with Peyton's Promise and the senior Snowday Meals. Individuals must be Meals on Wheels participants to receive the bags of shelf stable food.
- b. Medicare open enrollments run through December 7<sup>th</sup>. Call the ADRC to sign up or to see if your current plan is still the best one for you.

- c. Meals on Wheels drivers are needed in our area. Drivers have flexibility in their schedules. Call the ADRC to volunteer.
- d. Increase in falls reported by Aspirus last few years. ADRC will focus on Falls Prevention program (Stepping On) but needs volunteers in Merrill. Two trained facilitator needed but can also have a peer leader works alongside trainer.
- e. Bebel mentioned Lincoln Industries displacing individuals with disabilities. He asked Jennifer if she has heard if the ADRC is looking into helping. She will speak with Erin.

## **6. Discussion**

- a. Committee ideas on getting older adults to our Center included
  - i. Having an open house to showcase the different levels of crafts, exercise classes, food & beverages, etc.
  - ii. Consider covering cost for bus transportation here or use our bus if residents do not drive.
  - iii. MEC staff presentations at each of the MHA buildings
  - iv. Create a 5 question survey
  - v. Utilizing the digital electronic boards at all three buildings to promote our activities
- b. Chantel Kuczmarski discussed the current situation regarding the new, approved City logo. A town hall meeting will be added to the agenda for the next marketing & communications meeting on November 17<sup>th</sup> to discuss the logo and tagline for public.
- c. Topics for our next meeting will include creating a 5 question public survey focused on what our community would like to see offered at the Center.

## **7. Adjournment**

- a. Motion to adjourn by Blake second by Harvey.

The next meeting date is **November 17<sup>th</sup> at 2:15pm at the MEC.**

*Vouchers will be available for review 10 minutes prior to meeting time.*

*Respectfully submitted*

*TMrachek*

Tammie Mrachek, MEC Director

10 - General Fund  
MEC - Enrichment

| 2020<br>ACTUAL | 2021<br>ACTUAL | CURRENT<br>BUDGET | 2022<br>Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | REQUESTED<br>BUDGET | 2023<br>BUDGET<br>CHANGE | PROPOSED<br>BUDGET |
|----------------|----------------|-------------------|-------------------------|-----------------------|---------------------|--------------------------|--------------------|
|----------------|----------------|-------------------|-------------------------|-----------------------|---------------------|--------------------------|--------------------|

## REVENUES

## Intergovernmental

44600-43515 Federal ARPA - Am Rescue

TOTAL Intergovernmental

|   |   |       |       |       |        |       |        |
|---|---|-------|-------|-------|--------|-------|--------|
| 0 | 0 | 5,000 | 5,000 | 5,000 | 12,500 | 7,500 | 12,500 |
| 0 | 0 | 5,000 | 5,000 | 5,000 | 12,500 | 7,500 | 12,500 |

## Public Charges-Services

44600-46150 Copier Rev-MEC

44600-46574 MEC Activities-Fees

44600-46750 Enrichment - Rental Rev

TOTAL Public Charges-Services

|       |       |       |   |       |        |       |        |
|-------|-------|-------|---|-------|--------|-------|--------|
| 0     | 0     | 0     | 0 | 0     | 0      | 0     | 0      |
| 2,576 | 3,005 | 9,250 | 0 | 9,374 | 15,649 | 6,399 | 15,649 |
| 0     | 0     | 0     | 0 | 0     | 0      | 0     | 0      |
| 2,576 | 3,005 | 9,250 | 0 | 9,374 | 15,649 | 6,399 | 15,649 |

44600-46574 MEC Activities-Fees

PERMANENT NOTES:  
Transfer from Fund 26 (Non-Lapsing).

## TOTAL REVENUES

|       |       |        |       |        |        |        |        |
|-------|-------|--------|-------|--------|--------|--------|--------|
| 2,576 | 3,005 | 14,250 | 5,000 | 14,374 | 28,149 | 13,899 | 28,149 |
|-------|-------|--------|-------|--------|--------|--------|--------|

## EXPENDITURES

## Personnel Services

54600-01-11000 Salaries - Regular

54600-01-11020 Wages - COVID Functions

54600-01-21000 Wages - Perm - Regular

54600-01-22000 Overtime

54600-01-23000 Longevity

54600-01-51000 Social Security

54600-01-52000 Retirement (MRS)

54600-01-54000 Health Insurance

54600-01-55000 Life Insurance

TOTAL Personnel Services

|         |         |         |         |         |         |        |         |
|---------|---------|---------|---------|---------|---------|--------|---------|
| 51,798  | 53,031  | 56,125  | 46,152  | 56,125  | 61,099  | 4,974  | 61,099  |
| 301     | 0       | 0       | 0       | 0       | 0       | 0      | 0       |
| 43,318  | 48,625  | 56,150  | 44,063  | 56,150  | 64,975  | 8,825  | 64,975  |
| 0       | 0       | 0       | 0       | 0       | 0       | 0      | 0       |
| 0       | 0       | 0       | 0       | 423     | 483     | 483    | 483     |
| 6,420   | 6,894   | 8,600   | 6,420   | 8,600   | 9,682   | 1,082  | 9,682   |
| 5,618   | 5,929   | 5,921   | 5,587   | 5,921   | 6,745   | 824    | 6,745   |
| 19,111  | 19,341  | 18,504  | 15,259  | 20,504  | 21,035  | 2,531  | 21,035  |
| 340     | 362     | 401     | 332     | 402     | 466     | 65     | 466     |
| 126,905 | 134,182 | 145,701 | 117,813 | 148,125 | 164,485 | 18,784 | 164,485 |

54600-01-11000 Salaries - Regular

PERMANENT NOTES:  
Director 80% position (32 hours/week) - plus 50 hours for  
MEC events and increased Personal Holiday leave. MEC Events  
include: two craft shows, quilt show, and Christmas  
Shopping.

54600-01-21000 Wages - Perm - Regular

PERMANENT NOTES:  
One position at 80% (32 hours/week) and one position  
at 72.5% (29 hours/week). Each with 50 hours for MEC events  
and Personal Holiday increase.

APPROVED BUDGET REPORT  
AS OF: OCTOBER 31ST, 202210 - General Fund  
MEC - Enrichment

|                                          | 2020<br>ACTUAL | 2021<br>ACTUAL | CURRENT<br>BUDGET | 2022<br>Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | REQUESTED<br>BUDGET | BUDGET<br>CHANGE | PROPOSED<br>BUDGET |
|------------------------------------------|----------------|----------------|-------------------|-------------------------|-----------------------|---------------------|------------------|--------------------|
| <b>Contractual Services</b>              |                |                |                   |                         |                       |                     |                  |                    |
| 54600-02-25000 Telephone                 | 546            | 702            | 575               | 467                     | 600                   | 600                 | 25               | 600                |
| TOTAL Contractual Services               | 546            | 702            | 575               | 467                     | 600                   | 600                 | 25               | 600                |
| <b>Supplies &amp; Expenses</b>           |                |                |                   |                         |                       |                     |                  |                    |
| 54600-03-10000 Office Supplies           | 197            | 260            | 450               | 47                      | 400                   | 450                 | 0                | 450                |
| 54600-03-11000 Postage                   | 0              | 13             | 50                | 3                       | 50                    | 50                  | 0                | 50                 |
| 54600-03-13000 Copier/Printer            | 302            | 26             | 350               | 296                     | 350                   | 350                 | 0                | 350                |
| 54600-03-19000 MEC-CC Fees               | 428            | 499            | 425               | 209                     | 425                   | 425                 | 0                | 425                |
| 54600-03-30000 Mileage                   | 0              | 0              | 50                | 0                       | 50                    | 50                  | 0                | 50                 |
| 54600-03-32000 Education & Conference    | 0              | 0              | 150               | 0                       | 150                   | 150                 | 0                | 150                |
| 54600-03-40000 Operating Supplies        | 335            | 485            | 500               | 506                     | 725                   | 500                 | 0                | 500                |
| TOTAL Supplies & Expenses                | 1,263          | 1,284          | 1,975             | 1,061                   | 2,150                 | 1,975               | 0                | 1,975              |
| <b>Technology</b>                        |                |                |                   |                         |                       |                     |                  |                    |
| 54600-15-91000 Computer Equip & Shopkeep | 1,155          | 1,838          | 1,000             | 0                       | 1,000                 | 1,000               | 0                | 1,000              |
| TOTAL Technology                         | 1,155          | 1,838          | 1,000             | 0                       | 1,000                 | 1,000               | 0                | 1,000              |
| <b>TOTAL EXPENDITURES</b>                | 129,869        | 138,006        | 149,251           | 119,342                 | 151,875               | 168,060             | 18,809           | 168,060            |
| <b>REVENUE OVER/(UNDER) EXPENDITURES</b> | ( 127,293)     | ( 135,001)     | ( 135,001)        | ( 114,342)              | ( 137,501)            | ( 139,911)          | ( 4,910)         | ( 139,911)         |