



Watertown Commission on Aging

Paul Ericsson
Cindy Raymond
Jim Sandquist
Dave Smith
Rachel Bender
Deb Favorit
Dawn Plumer
Mayor Steve Washburn
Clerk/Treasurer Lynn Tschudi

1. Call To Order
2. Adopt Agenda
3. Approve Minutes
 - 3.A. Approve Minutes From February 3, 2021 & March 3, 2021

Documents:

[2_3_2021 - MINUTES.PDF](#)
[3_3_2021 - MINUTES.PDF](#)

4. New Business
 - 4.A. Elect Officers

Documents:

[6-9-21 ELECT OFFICERS.PDF](#)

- 4.B. Senior Shopping Route - Alan Herrmann (Smartlink)

Documents:

[6-9-21 SENIOR SHOPPING ROUTE.PDF](#)

- 4.C. Member Recruitment

Documents:

[6-9-21 MEMBER RECRUITMENT.PDF](#)

5. Ageless Business
6. Updates From City
7. Updates From Commissioners

8. Adjourn

309 Lewis Avenue S, Watertown, MN 55388



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2/3/2021 - Minutes

1. Call To Order

The Watertown Commission on Aging meeting was called to order on February 3, 2021 at 3:36 p.m. by Paul Ericsson via Zoom.

Members present: Ericsson, Cindy Raymond, Dave Smith, Deb Favorit

Staff present: City Administrator Shane Fineran and Administrative Services Director Lynn Tschudi

Guest Present: Community Engagement Coordinator for Carver County Libraries Jessica Roschen

2. Adopt Agenda

FAVORIT MOVED, SMITH SECONDED A MOTION TO APPROVE THE AGENDA. ALL PRESENT VOTED AYE, MOTION CARRIED.

3. Approve Minutes

3.A. Commission On Aging Minutes 9-2-2020 (Pdf)

RAYMOND MOVED, FAVORIT SECONDED A MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 2, 2020. ALL PRESENT VOTED AYE, MOTION CARRIED.

4. New Business

Jessica Roschen, the Community Engagement Coordinator with the Carver County Library, addressed the Commission. She said the free tax assistance program with AARP will hopefully be returning for the 2020 tax season. Roschen said this service will be appointment-based with a quick 5 minute drop off appointment and a pick-up appointment. There is projected to be three sites in Carver County: Chaska, Waconia, and hopefully Watertown. Roschen said there are no specific dates or details at this time. She asked for feedback from the commission on a possible process for 2020 tax preparation with AARP. Roschen stressed that she is almost certain that AARP will be lacking volunteers this year which could cut out the Watertown location.

Raymond suggested Roschen reach out directly to the Westwood Place so they know immediately when the appointments are available. She volunteered to pick up and deliver taxes to Waconia or Chaska for the Westwood residents.

4.A. Community Vaccine Clinic

City Administrator Fineran updated the Commission on the community vaccine effort. He said he met with the Rose Rosedahl, owner of Watertown Pharmacy and Carver County Public Health to discuss the possibility of Watertown Pharmacy becoming a community vaccinator. Fineran said Rosedahl is hoping to start receiving more vaccines very soon, with the potential to receive up to 250 doses a week. If a large dose was received, more coordination and organization would be required for space and volunteers.

Fineran mentioned the community center would be the possible vaccination clinic location for weekends. The average vaccinator can administer 15 vaccines an hour. Fineran said to recruit for volunteers, the pharmacy has been connected with the Lions and other local groups. Favorit offered to volunteer to help with the vaccination clinic. Fineran asked the commission to spread the word if anyone is interested in volunteering. He also said the dates and distribution of the vaccine clinic is unknown, but it will be very last minute.

5. Ageless Business

6. Updates From City

Fineran updated that the Chamber Checks have been mailed out. He also updated on the development activity in Watertown. Construction projects for the spring include Highway 25 improvements and Sugarbush Playground and trail improvements.

7. Updates From Commissioners

Ericsson updated that the Library curbside pickup continues. There are many Facebook live events, craft and music events online.

8. Adjourn

PAUL ERICSSON ADJOURNED THE MEETING AT 4:19 PM.

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3/3/2021 - Minutes

1. Call To Order

The Regular Commission on Aging meeting was called to order by Administrative Services Director Lynn Tschudi on March 3, 2021 at 3:35 p.m. via Zoom. Those in attendance: Jim Sandquist, Cindy Raymond, and Paul Ericsson. Staff present: City Administrator Shane Fineran and Administrative Services Director Lynn Tschudi.

2. Adopt Agenda

Due to there not being a quorum, no action could be taken on this item.

3. Approve Minutes

Due to there not being a quorum, no action could be taken on this item.

3.A. Minutes From February 3, 2021

4. New Business

4.A. Elect Officers

Due to there not being a quorum, no action could be taken on this item.

4.B. Aging With Gusto - Three Part Learning Series From Senior Community Services

Tschudi provided a brief description of the Aging with Gusto series. The series has been offered in different communities throughout Carver County. The cost is \$500. Commissioners discussed the difficulty of hosting an education session during COVID-19. Attendance has always been an obstacle in Watertown for these types of events. Raymond suggested waiting until the fall to possibly offer this in person.

5. Ageless Business

5.A. Vaccine Clinic Update

Fineran updated there were 100 vaccines given on Saturday, Feb 28 at the Watertown Community Center. Carver County Public Health assisted with the venue. Fineran said they will be back on the 27th of March to administer the second shot for those individuals. They are hoping more vaccine becomes available soon so they can offer the vaccine to more residents. Carver County was pleased with the community center space to be used for vaccinating.

5.B. AARP Tax Prep Update

Sandquist updated that the Delano Senior Center is offering an AARP tax preparation clinic similar to those being offered at Waconia, Shorewood and Chaska.

6. Updates From City

7. Updates From Commissioners

Paul Ericsson updated that the adult programming schedule will continue through the spring. The summer reading program for kids is being developed now. The Watertown library will be opening Monday, March 29 with three computers open and a reduced number of furnishings to comply to social distancing rules.

8. Adjourn

The Commission on Aging meeting adjourned at 3:50 p.m.

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Watertown Commission on Aging

June 9, 2021

Agenda Item: Elect Officers**Request for Action:** Motion to elect 2021 officers**Background:**

Each January the Commission on Aging elects a Chair and a Vice Chair to lead the monthly meetings. It has been difficult for the commission to meet with a full quorum during 2021 due to the COVID-19 pandemic. It is recommended that the Commission on Aging elect new officers at the June 9th meeting assuming there will be a quorum of members in attendance.

Current officers are: Paul Ericsson, Chair and Elizabeth Schule (resigned), Vice Chair.

June 9, 2021

Agenda Item: Senior Shopping Route - Smartlink**Request for Action: Discussion & Direction****Background:**

The City was approached by Smartlink Supervisor, Alan Herrmann, to discuss a senior bus service in the City of Watertown. The City of Norwood Young America owns a small 12 passenger bus and is looking for partners in the use of this bus. They are proposing local, small town shopping loops picking up in Watertown and dropping off in the Waconia/Chaska area. Herrmann is looking for feedback on this idea. He would also like to understand the interest from seniors in Watertown in using a service like this.

Thoughts to consider:

- Frequency
- Cost
- How to get the word out
- Pickup location
- Other events – arboretum, art fairs, etc

Watertown Commission on Aging

June 9, 2021

Agenda Item: Member Recruitment**Request for Action: Discussion & Direction****Background:**

The Commission on Aging is at a very low membership for 2021 with 6 voting members remaining. Elizabeth Schulze resigned at the ending of 2020 and Rachel Bender will be leaving at the end of June. The Commission can accommodate up to 11 voting members per the bylaws (attached). Members can be recruited from the Watertown community as well as surrounding townships.

Staff is looking for suggestions on member recruitment for the Commission on Aging.

Commission on Aging By-Laws

The following by-laws are adopted by the Watertown Commission on Aging to facilitate the performances of its duties and the exercising of its functions as a Commission established by the City Council pursuant to the provision of Subdivision 1, Section 462.354, Minnesota State Statutes annotated. The Watertown City Council approved the by-laws July 8, 2008.

Mission Statement

The mission of the Watertown Commission on Aging is to ensure that the city and surrounding townships are prepared to offer the growing numbers of older adults the best possible environment in which to live and retire with vitality, dignity and safety.

Duties and Responsibilities

- A. The Commission on Aging shall serve as an advisory body to the City Council in addressing the special needs of the people aging in Watertown and surrounding area. All final decisions are to be made by the City Council.
- B. The Commission on Aging shall make recommendations to the City Council in the areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- C. The Commission on Aging shall make recommendations to the City Council regarding funding for special services to be provided for the citizens aging in Watertown and surrounding area.
- D. The Commission on Aging shall propose needs studies of this age group where necessary and make recommendations to the City Council according to the results.
- E. The Commission on Aging shall coordinate services with other agencies for this age group.
- F. The Commission on Aging shall conduct public forums on issues in areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- G. The Commission on Aging shall, as they deem appropriate, establish special sub-committees comprised of their own members and other citizens from the community.
- H. Commission on Aging members may also serve on committees and represent the City at functions related to aging issues.

Meetings

- A. Regular meetings of the Watertown Commission on Aging will be held on the first Wednesday of each month beginning at 3:30 p.m. These meetings will be held in Watertown City Hall at 309 Lewis Avenue South.
- B. Special meetings may be held as needed and called upon by the Chairperson or in his/her absence, the Vice-Chairperson.

Terms and Vacancies

- A. Number of members. The Watertown Commission on Aging shall consist of a maximum of 11 voting members. This voting body may consist of residents of the city of Watertown; no more than one representative each from the townships of Watertown, Woodland, Franklin and Hollywood; and no more than one representative from any one local service group. Service groups include Watertown-Mayer School District, non-public schools, churches, senior care facilities or any other organization whose purpose is to improve the lives of older adults in the Watertown area. Those acting as Council liaison shall be considered non-voting members.
- B. Application Process. All persons seeking membership to the Commission on Aging shall submit an application form obtained at City Hall. A sub-committee of two voting Commission members and a Council liaison member shall review the applications and make a recommendation to the Council for appointment to the Commission on Aging. The voting members shall be appointed by the Watertown City Council and may be removed by the Council.
- C. Terms of members. All members shall serve three (3) year terms. Members of the Watertown Commission on Aging may seek reappointment without having to reapply. All regular terms shall commence on the first day of January of each year. Initial appointments shall be staggered. Vacancies shall be filled for the remainder of a term by appointment of the City Council following the application process.
- D. Related members. No two members of the same household may serve on the Watertown Commission on Aging at the same time.
- E. Quorum. A simple majority of appointed voting members shall constitute a quorum for the transaction of business. Whenever a quorum is not present, no final or official action shall be taken at such meeting.

Organization

- A. Election of Officers. At the first meeting of each year, the Commission shall hold an organizational meeting. At this meeting, the Commission shall elect from its membership a chairperson and vice-chairperson. This shall be done by voice vote. If the Chairperson retires from the Commission before the next regular organizational meeting, the Vice-Chairperson shall be Chairperson. If both Chairperson and Vice-Chairperson retire, new officers shall be elected at the next regular meeting. If both Chairperson and Vice-Chairperson are absent from a meeting, the Secretary-Treasurer shall chair the meeting. The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at meetings, appoint sub-committees from its own membership and perform duties as ordered by the Commission.
- B. Secretary-Treasurer position. The Secretary-Treasurer position shall be fulfilled by a representative of the City of Watertown staff. This person's duties will be to record the minutes of each meeting and present a report of the Commission's financial resources. The Secretary-Treasurer will distribute meeting agendas and past minutes to Commission members prior to each regular meeting. The City of Watertown shall be the official depository for the Commission. All expenses shall be approved by a simple majority of the Commission.

Miscellaneous

- A. Amendments. Proposed amendments of these by-laws must be in writing and distributed to members prior to any regular or special meeting of the Commission and scheduled on the agenda in advance of the meeting.
- B. Review. These by-laws shall be read and adopted by the Commission at its first meeting of each year.