

ALBERT LEA SENIOR CENTER
ADVISORY BOARD
MEETING MINUTES

Wednesday, July 09, 2025, 12:00pm
Senior Center

Members Present: Doran Gray, Marlys Steele, Dick Mucha, Rosemary Bloomquist, Sharon Gardner and Rachel Christensen, Ex-Officio

Members Absent: Stephanie Harmon.

YMCA Staff in Attendance: Senior Director of Programs Brandy Schewe

YMCA Staff Absent: Senior Center Program Coordinator Emelia Gaudian

City Staff in Attendance: Community Engagement and Enrichment Director Cathy Malakowsky and Administrative Assistant/Deputy City Clerk Karla Tukua

City Staff Absent: Recreation Manager Bob Furland

Call to Order:

The meeting was called to order by Brandy Schewe at 12:02pm

Adopt Agenda:

Dick Mucha made the motion to adopt the agenda for today's meeting and Sharon Gardner seconded the motion. The board voted in favor of said motion 5-0 (Stephanie Harmon was absent). Motion carried.

Approval of the Minutes:

Marlys Steele made motion to approve the minutes for May 14, 2025 and June 11, 2025 and Doran Gray seconded the motion. The board voted in favor of said motion 5-0 (Stephanie Harmon was absent). Motion carried.

New Business: Review RFP for New Location – Cathy Malakowsky

Cathy Malakowsky passed around a copy of the Senior Center Facility RFP for board members to review. Some of the points that were brought up are:

- Requirements put together by Cathy Malakowsky, Bob Furland and Brandy Schewe.
- Cathy noted that nothing was put in the RFP that was already in the contract with the YMCA.
- Public Rentals were determined to be preferred but not a minimum requirement.
- Discussion on amount of space needed, currently the center is 8,000 sq. ft., minimum requirement in the RFP would need to be 4,000 sq. ft. with option to expand.
- Emelia and Brandy toured the Owatonna and Faribault Senior Centers for comparison. They have much less space than Albert Lea. Both locations utilize rooms for different activities at different times eliminating the need for a larger space. Both were more of an open concept, vs. smaller rooms for different activities.
- With larger rooms you can add room dividers to separate spaces vs. having separate rooms.
- Faribault had only pre-packaged snacks, no home-made food or snacks. This will eliminate the need for a cottage license. They had a lock box for anyone purchasing items to put their money in.

- The Owatonna Center does pot-luck only and members do all the managing of the center for everything except for day trips. Owatonna is in a City owned building with other City entities. SEMCAC runs out of the same building as well.
- Decision made to have the commercial kitchen moved to preferred vs. a requirement.
- Through discussion it was determined there would need to be 3 separate spaces, A large group room, small group room and an office room.
- Add to preferred requirement the possibility to expand the space.
- Board members spoke on accessibility being very important and ADA compliance.
- Board members are happy with the space they currently have, but maintenance of the building needs to be better and making it more accessible is important.
- Cathy mentioned that Bob and her would be out on Monday to measure the space they would need. They will have the City Manager approve the RFP, with the plan to have it go out on Monday.
- Currently there are 3 businesses that have reached out to Cathy. Jim & Dudes, the Healthcare Coalition and St. John's. There will also be Skyline Mall and possibly the YMCA.

Dick Mucha made a motion to recommend the RFP with the changes discussed and Doran Gray seconded the motion. The board voted in favor of said motion (5-0). Stephanie Harmon was absent. Motion carried.

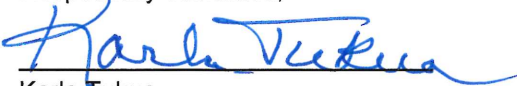
Events and Activities update:

- Q2 Report – The Albert Lea Senior Center Q2 Report was provided for board members to review.
- Brandy Schewe gave an update, stating they have gone up each month in visits with 894 visits in June by 182 different individuals.
- Programs – Singing Cowgirl, day trips to Mystic Lake, Daytripper's Theatre, Wildrose Casino, Stillwater and their Summer BBQ at the Senior Center. There was a day trip to Four Daughter Winery yesterday, July 8th. They met their minimum numbers needed for each event to cover the cost of the trips.
- Schewe listed the daily programs, marketing initiatives and articles in the Albert Lea Tribune. They had 7 rentals in Q2, which resulted in \$1,297.50 net revenues and this covered the program staffing costs.
- Facility issues – 4/2/25 and 4/3/25 – ceiling leaks. 4/16/25 and 5/1/25 – flooding causing closure of the Senior Center.

Adjournment

- Meeting adjourned at 12:35pm. Motion to adjourn was made by Sharon Gardner and seconded by Marlys Steele. All members voted in favor of said motion (5-0). (Stephanie Harmon was absent).

Respectfully submitted,



Karla Tukua

Senior Center Advisory Board Secretary

Approved:



Dick Mucha

Senior Center Advisory Board Chair