



**CITY OF MADISON HEIGHTS**

**ACTIVE ADULT CENTER, 29448 JOHN R**

**ACTIVE ADULT ADVISORY BOARD MEETING AGENDA**

**SEPTEMBER 20, 2022 AT 1:00 PM**

---

**INVOCATION & ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) June 21, 2022 Minutes

**MEETING OPEN TO THE PUBLIC**

**STAFF REPORT**

September 23- Cider Mill trip- Sold out!

September 26-

Perennial Sale at AAC

Taste of Northern MI extended trip depart

September 27- Birds & Coffee at Red Oaks Nature Center- tickets still available

September 29- Meet the Candidates at St. Patrick's Church, sponsored by MH Community Round Table, 6:00 pm

October 7- Special Bingo & Lunch- sponsored by REMAX First/MH Community Coalition/The Reserve at Red Run

October 10- Apple Pie Day- Place orders by October 1!

October 9- Yooperland extended trip depart- Sold out!

October 12- Rowland & Kahn architectural tour trip

October 17- Oakland County Nature Presentation at AAC

**MAINTENANCE REQUESTS**

**BUDGET REQUESTS**

**UNFINISHED BUSINESS**

Ray's Thursday Meals

Swag Sale

Beautification Nominations/Voting

Civic Plaza Project

**NEW BUSINESS**

Advisory Board Advisory Board Election of Officers

Advisory Board picture

**TREASURER'S REPORT**

- [2.](#) June & July, 2022 Treasurer's Reports

## **COUNCIL & ADMINISTRATION**

### **ADJOURNMENT**

Next regular meeting: Tuesday, October 18, 2022 at 1:00 pm.

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Regular Meeting  
Active Adult Center Advisory Board  
June 21, 2022

A Regular Meeting of the Madison Heights Active Adult Center Advisory Board was called to order by Chair Mowry, June 21, 2022, at 1:00 p.m. at the Active Adult Center Municipal Building at 29448 John R Road, Madison Heights, MI 48071.

Present: Chair Mowry, Bessler, Dalling, Leuffgen, Patton and Ratliff.  
Also Present: Center Coordinator Cowan, DPS Director Almas, DPS Supervisor Ballantine, Councilor Wright and Councilman Fleming.  
Absent: Quigley, Smith and Topping.

An invocation was led by Ms. Cowan.

**19-01. Minutes.**

Motion by Ms. Patton seconded by Ms. Leuffgen to adopt the minutes from the Regular Meeting of May 17, 2022 as printed.

Yeas: Chair Mowry, Bessler, Dalling, Leuffgen, Patton and Ratliff.  
Nays: None.  
Absent: Quigley, Smith and Topping.

**19-02. Meeting Open to the Public.**

Chair Mowry asked DPS Director Almas if the Fire Station had received all they requested in the Civic Plaza Project. Mr. Almas stated that the Fire Department had made several requests for specific items with new features and technologies, some of which may be omitted due to cost and budget constraints.

Ms. Dalling asked if the AAC was going to have more bake sales at events. Ms. Cowan stated that if people would like to donate individually packaged items volunteers would be happy to sell the items at events and before Thursday bingo.

Advisory Board members that hosted the AAC booth at the Juneteenth event made a few suggestions for next year to Councilor Wright (who is on the event’s committee) such as bathrooms closer to vendors, vendor booths closer to the activities and that vendors would like to be able to hear the music and speakers (which they could not last year or this year).

**19-03. Staff Report.**

Ms. Cowan reported on programs currently happening at the Center, and Center closings.

Ms. Cowan stated the Thank You Event went very well. Around 90 seniors attended on top of the various sponsors and staff. She wanted to give a big thank you to SMART for donating \$1,000.00 to the event, to our sponsors for sharing resources and always supporting the AAC, and to our wonderful volunteers and staff for all the hard work they do each and every day.

**19-04. Maintenance Requests**

None.

**19-05. Budget Requests**

None.

**19-06. Unfinished Business.**

Ms. Cowan reported that the mugs, hats and jackets with the AAC logo have been delivered. Board members should come to the office after the meeting to pick up their swag. The extra items will go one sale as a fundraiser for the AAC.

Ms. Cowan reported that the evening exercise classes are going well.

Ms. Cowan reported that Ray Chammas is cooking lunch on Thursdays. Meals are \$6.00 and include a main dish, side dish, a cup of soup and a bottle of water.

Ms. Cowan reported that the Advisory Board elections went well and it was a close race. Ms. Patton was re-elected and Mr. Salley was newly elected. Ms. Cowan thanked Chair Mowry for her years of service and encouraged her to run again next year. She also stated she thanked Ms. D'Andrea and Ms. Scott for running, and encouraged them to run again next year.

**19-07. New Business.**

Mr. Almas and Ms. Cowan stated that we need to set up a date for the Board to vote for the beautification awards and have lunch. They asked the Board if

Tuesday, July 26 at 11:30 am would work and they agreed. Board members also agreed if there were not that many nominations they would drive around to look at them in person, but if there were a lot of nominations we would stay at the AAC and watch a slideshow. Mr. Almas will work with DPS staff to advertise the beautification nominations.

Ms. Cowan presented some statistic sheets from the AAC's new software program. The sheets showed various numbers such as the average amount of people in the building by day of the week and month, how many people are participating in classes, social activities and events, how many people are using computer, pool and exercise equipment, how many people are being transported on our vehicles (as well as where they are going) and how many hours (and money that's been saved) from volunteer's work hours. Ms. Cowan stated we need to continue to encourage more people to get a key fob (and remember to use it) because numbers have been lower than what staff knows they have been.

**19-08. Treasurer's Report.**

A treasurer's report from May 2022 was presented for approval.

Motion by Ms. Dalling seconded by Ms. Patton to approve the report as printed.

Yeas: Chair Mowry, Bessler, Dalling, Leuffgen, Patton and Ratliff.  
Nays: None.  
Absent: Quigley, Smith and Topping.

**19-09. Council & Administration Updates.**

Councilor Wright reported that the Juneteenth event went well.

Councilor Wright also reported that the Festival in the Park will be held on June 26.

Ms. Ratliff stated she went to the Police Department's Bike Rodeo and it was a great event.

Councilor Wright stated that the City Council had a special meeting last night regarding the Civic Plaza Project and voted to go ahead with the project.

Mr. Almas reported that the bids were opened for the Civic Plaza Project. Some bids were much higher in price than expected, meaning some projects and/or

features may not be feasible due to budget constraints. Staff and the Design/Build team will conduct a thorough process of “value engineering” to determine which projects, features, and/or amenities can remain, and which will have to be omitted.

Mr. Almas also reported that work on the AAC portion of the Civic Plaza Project is supposed to start around July 5 and is projected to be complete around July 2023.

Mr. Almas stated the fireplace bid for the AAC came in at \$107,000 and will need to be redesigned to lower the cost.

Chair Mowry asked Mr. Almas if the new portion of the Civic Plaza Project will be specifically for the AAC or if the City is planning on making it a community center. Mr. Almas stated the new build will run like the current AAC building does with it being specific to the AAC. Building rentals will continue.

Mr. Ballantine stated the new 50 passenger replacement vehicle (471) is currently having a backup camera and CB radio installed. It should be back in 1-2 weeks and then the drivers can start getting acquainted with driving it.

Mr. Almas stated that the City is working with GFL on service issues. Some are clearly issues due to a shortage in staffing.

**19-10. Adjournment.**

Motion by Ms. Patton seconded by Ms. Mowry to adjourn the meeting at 2:20 pm.

Yeas: Chair Mowry, Bessler, Dalling, Leuffgen, Patton and Ratliff.  
Nays: None.  
Absent: Quigley, Smith and Topping.

---

Jennifer Cowan  
Active Adult Coordinator

**Escrow Account Activity-June 2022**

1. DEBIT-\$163.34-SAMS-Vending Supplies
2. DEBIT-\$199.35-Petty Cash-(\$13.39-Vending, \$76.29-Art Therapist Gift, \$109.67-Garden Supplies
3. DEBIT-\$190.00-Fit Pro Services-Exercise Equipment Maintenance
4. CREDIT-\$194.50-( 50/50-\$94.00, Vending-\$46.00, Coffee-\$23.00, Cards-\$21.50, Donation-\$10.00)
5. CREDIT-\$176.00-(50/50-\$90.00, Vending-\$60.00, Coffee-\$13.00, Cards-\$13.00)

**Balance- \$18,108.27**

**June 2022 Credit Totals**

50/50-\$184.00  
 Vending-\$106.00  
 Coffee-\$36.00  
 Cards-\$34.50  
 Misc. Donations-\$10.00

**Bingo Activity Acct – June 2022:**

1. CREDIT-\$13.00-Seniors Bingo

**Balance- \$90.32**

**Escrow Account Activity-June/July 2022**

1. DEBIT-\$163.34-SAMS-Vending Supplies
2. DEBIT-\$199.35-Petty Cash-(\$13.39-Vending, \$76.29-Art Therapist Gift, \$109.67-Garden Supplies)
3. DEBIT-\$190.00-Fit Pro Services-Exercise Equipment Maintenance
4. DEBIT-\$2777.24-4imprint-Jackets, Hats Mugs
5. DEBIT-211.89-4imprint-Jackets, hats and mugs
6. DEBIT-107.60-SAMS-Vending Supplies
7. DEBIT-\$160.40-SAMS-Vending Supplies
8. CREDIT-\$194.50-( 50/50-\$94.00, Vending-\$46.00, Coffee-\$23.00, Cards-\$21.50, Donation-\$10.00)
9. CREDIT-\$176.00-(50/50-\$90.00, Vending-\$60.00, Coffee-\$13.00, Cards-\$13.00)
10. CREDIT-\$261.90-(Stamps-\$5.00, 50/50-\$112.00, Bottle Returns-\$6.40, Vending-\$70.00, Coffee-\$21.00)
11. CREDIT -\$335.85-(50/50-\$174.00, Snack Sale-\$38.25, Pennies-\$1.00, Bottle Returns-\$7.60, Cards-\$7.00, Coffee-\$18.00, Vending-\$90.00)
12. CREDIT-\$214.40-(Vending-\$32.00, Coffee-\$21.00, Bottle Return-\$3.90, Keychain Fundraiser-\$9.00, Stamps-\$1.00, Cards-\$9.00, 50/50-\$186.00)

**Balance- \$15,663.29**

**June/July 2022 Credit Totals**

	<u>JUNE</u>	<u>JULY</u>
50/50-\$184.00	\$184.00	\$472.00
Vending-\$106.00	\$106.00	\$192.00
Coffee-\$36.00	\$36.00	\$60.00
Cards-\$34.50	\$34.50	\$16.00
Misc. Donations-\$10.00		
Bottle Returns		\$17.90
Stamps		\$6.00
Pennies		\$1.00
Snack Sale		\$38.25
Keychain fundraiser		\$9.00

**Bingo Activity Acct – June/July 2022:**

1. CREDIT-\$13.00-Seniors Bingo (June)
2. CREDIT -\$17.50-Seniors Bingo (July)

**Balance- \$107.82**