

Special Meeting  
Active Adult Center Advisory Board  
December 17, 2024

A Special Meeting of the Madison Heights Active Adult Center Advisory Board was called to order by Chair Salley, December 17, 2024, at 3:30 p.m. at the Madison Heights City Hall Building at 300 W. 13 Mile Rd., Madison Heights, MI 48071.

Present: Bessler, Mowry, Patton, Ratliff, Salley, Smith, Topping and Quigley.

Also Present: Center Supervisor Cowan, Center Specialist Parker, and DPS Director Ballantine.

Excused: Juska-Svoba.

**19-07. New Business.**

Ms. Cowan thanked the board for coming in for this special meeting since the topics were time sensitive and couldn't wait until the regular January meeting. Even though the Board members knew what the two topics were ahead through a phone call, she stated Ms. Parker would explain the snow removal escrow money request and she would explain the computer escrow money request.

Ms. Parker gave a short history of our Yard Service program, how funding was added this year from Community Development Block Grant and Oakland Livingston Human Service Agency grant monies for recipients to receive up to 15 snow removals. She explained when the program came about our staff was told that possible recipients only needed to show us their income qualification, but we didn't need to make copies or have them fill out an application. Once approval letters went out to the 52 recipients, we learned that we needed to have them bring in income proof and fill out an application if they didn't already qualify for the grass cutting portion of the Yard Service Program. Once the three recipients who didn't already qualify for the program brought in all their paperwork we discovered two of the three were over the income guidelines and had to be taken off the program- after they were told they were approved. She explained even though they might not have showed us all their income paperwork initially, staff still felt it was wrong they were approved and then taken off the program after the qualifications changed. She stated that we are asking the Board if we can use escrow account monies to pay for snow removal for the two former recipients, with a total cost no more than \$600.00 each, or \$1,200.00 total, for this season only. Ms. Parker stated if the Board chooses to do this, staff will speak to both of these individuals and inform them that they may not qualify next year for either grass cutting or snow removal (if it's available) based on income, and that this is a one-time thing. There was some discussion regarding total income for one of the recipients and them being able to afford paying for snow removal, but the Board agreed that since they had been approved initially and then were told later they were being taken off, they would like to use escrow monies to pay for their snow removal for this year only.

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Motion by Ms. Bessler seconded by Ms. Ratliff to use up to \$600.00 each and \$1,200.00 from the escrow account to pay the City's Yard Service contractor for snow removal this season for the two seniors.

Yeas: Bessler, Mowry, Patton, Ratliff, Salley, Smith, Topping and Quigley.  
Nays: None.  
Excused: Juska-Svoba.

Ms. Cowan gave some background on the computers used by office staff, the issues we have had over the years with them not being able to keep up with demand, the limits of budget with computer purchases, the small screens which are hard to see everything on, and the new more intense issues we have been experiencing now that we are using a new software system. She stated she has asked our IT department to price four new computers and four large screens. She also asked them to see if there are any monies available in the budget for purchasing them. However, she stated she would like to purchase higher end computers that are more able to keep up with the software we are using and purchase those computers and four screens all at once so all staff have a well working computer and screen. She is sure this will require more money than we will have available, if there is any money in the budget. Ms. Cowan wasn't sure just yet how much each computer would cost but estimated no more than \$2,000.00 each, for a total of \$8,000.00. Board members all agreed that this will not only help staff, but the patrons coming in to sign up for programs that normally must wait in line while computers are lagging.

Motion by Ms. Mowry seconded by Ms. Patton to use up to \$8,000.00 from the escrow account to purchase four computers for staff.

Yeas: Bessler, Mowry, Patton, Ratliff, Salley, Smith, Topping and Quigley.  
Nays: None.  
Excused: Juska-Svoba.

Mr. Salley stated he wanted to bring something else up. He asked if the City could close off the dining room. Mr. Ballantine stated that was looked at during the construction process and it wasn't possible due to the heating and cooling system. Mr. Salley and several Board members brought up how it's hard to hold programming sometimes because we can't keep people out of the space, and it can be very noisy with people walking up and down the halls talking, and sometimes people just walk into a program they haven't signed up for. Mr. Ballantine brought up using room dividers, however staff and Board members stated that people just push them aside. Board members stated that with the old building we could at least put up a chain to deter people more from entering the room. There was discussion about closing all the double doors and putting signs up. Ms. Cowan said we can try that, and staff can look into other solutions such as stanchions and ropes or other kinds of barriers to help if that doesn't work.

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Ms. Patton stated she would like to also talk about the cleaning staff at the AAC. She stated that they regularly come in to clean during events instead of waiting until the event is over, that they put all their equipment in the hallway which makes it difficult to move between the dining room and the kitchen and the dining room and the bathrooms, they make lots of noise rolling carts up and down the hallways and vacuuming and they are rude to staff and volunteers when they are asked to move their equipment or keep the noise down. Mr. Ballantine stated he would talk to the owner of the company about the issues.

**19-10. Adjournment.**

The meeting was adjourned at 4:08 pm. Our next meeting will be on Tuesday, January 21, 2025 at 1:00 pm.

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Jennifer Cowan  
Active Adult Supervisor