



**CITY OF MADISON HEIGHTS**

**ACTIVE ADULT CENTER, 29448 JOHN R**

**ACTIVE ADULT ADVISORY BOARD MEETING AGENDA**

**JUNE 21, 2022 AT 1:00 PM**

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**INVOCATION & ROLL CALL**

**APPROVAL OF MINUTES**

1. May 17, 2022 Minutes

**MEETING OPEN TO THE PUBLIC**

Reserve @ Red Run Bingo/Lunch- Monday, June 27

Dedicated Medical International Festival- Friday, July 8

Reserve @ Red Run Summer Party- Monday, July 18

Baldwin House/Humana BBQ Picnic & Concert- Friday, July 22

Estate Planning Lunch & Learn- Monday, July 25

Broadway shows and plays coming back starting August

Octoberfest Party- Friday, September 16

**MAINTENANCE REQUESTS**

**BUDGET REQUESTS**

Hats, shirts and jackets for staff, advisory board and to sell

Evening exercise classes

Cancellation of meal program

Advisory Board elections

Civic Plaza Project

Beautification Nominations/Voting

Statistics from new software program

**TREASURER'S REPORT**

**COUNCIL & ADMINISTRATION**

Next regular meeting: Tuesday, September 20, 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.

A Regular Meeting of the Madison Heights Active Adult Center Advisory Board was called to order by Chair Mowry, May 17, 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, Quigley, Ratliff, Smith and Topping.  
Also Present: Center Coordinator Cowan, DPS Director Almas and Councilor Wright.  
Absent: DPS Supervisor Ballantine.

An invocation was led by Ms. Cowan.

**19-01. Minutes.**

Motion by Ms. Smith seconded by Ms. Dalling to adopt the minutes from the Regular Meeting of April 19, 2022 as printed.

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

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

None.

**19-03. Staff Report.**

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

Ms. Cowan reported that the AAC brought in \$601.00 from the Use Purse & Jewelry Sale, \$81.29 from the Bunny Sale and \$21.00 from the Mini Bake Sale. All monies have been deposited into the Escrow Account.

**19-04. Maintenance Requests**

Ms. Cowan reported that maintenance staff fixed the hot water issue in the women's back bathroom.

**19-05. Budget Requests**

Ms. Cowan reported the new computer software program that staff is using through 2023 (thanks to a grant through SMART) is working well and is very user friendly. Ms. Cowan is going to submit another grant request to continue using the software going forward, but she is also requesting that DPS Supervisor Ballantine add a budget request for the cost of the software going forward just in case the grant doesn't come through.

**19-06. Unfinished Business.**

Ms. Cowan reported that staff is not having any issues with the lift of the mask mandate in the building and on busses.

Ms. Cowan reported that the AAC is no longer using OMOW for a congregate meal program since OMOW stated they could not deliver to us because our numbers were too low. Ms. Cowan reported that our numbers have dropped over the years and were low even prior to the pandemic. She stated the AAC has many other options for lunch. Anyone can still receive a home delivered meal through OMOW even if they are not homebound, we have many events each month where a free lunch is included and volunteer Ray Chammas also cooks soup for the AAC every Thursday for free. Staff will be looking into supplementing some meals each month and possibly adding a half sandwich to the Thursday soup meal.

Ms. Cowan reported that the reinstated Activity Sign Up is going well and will continue.

Ms. Cowan reported that nominations for the Advisory Board start today. Chair Mowry and Ms. Patton are up for election and can nominate themselves and run again. Ms. Topping is up for reappointment and can be reappointed. Ms. Topping stated she would like to be reappointed.

Motion by Ms. Patton seconded by Chair Mowry to recommend that City Council reappoint Ms. Topping.

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

Ms. Cowan reported that residents have asked if they can take some perennials on the property prior to moving over to the new building. Ms. Cowan spoke to

the realtor and he stated that is okay. Staff will work on when that should happen.

Ms. Cowan presented quotes for putting up a divider wall in the dining room opening of the new build. Quotes ranged from \$15,000 - \$53,000. Ms. Cowan stated besides the price, there will be difficulties with putting a wall up that will fold such as the panels taking up room in the walking track and the dining room (that will already be smaller than the current dining room). Ms. Cowan and Mr. Almas suggested we wait until we get in the new building and work in the space before we make a decision that a wall is definitely needed. There was discussion from the Board, but they agreed to wait and work in the space prior to moving forward with any changes.

Mr. Almas reported that the current AAC building and grounds have been sold and the City will be renting the building through (at the latest) August 2023.

**19-07. New Business.**

Ms. Cowan stated that staff and Board members are really enjoying having clothing with the City logo and AAC wording on it. She would like to purchase fleece jackets and hats for staff and Board members, as well as extras to sell to patrons of the AAC as a fundraiser. She asked the Board if they would be okay with her spending up to \$3,000.00 from the escrow account for this.

Motion by Ms. Patton seconded by Ms. Leuffgen to purchase the items.

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

Ms. Cowan stated the next Board meeting will be on Tuesday, June 21, 2022 at 1:00 pm. There will not be July or August meetings (per our bylaws) unless the Board requests a special meeting.

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

Treasurer's reports from March and April 2022 were presented for approval.

Motion by Ms. Patton seconded by Ms. Leuffgen to approve the two reports as printed.

Regular Meeting  
Active Adult Center Advisory Board  
May 17, 2022

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

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

Councilor Wright reported that there will be a Juneteenth event happening on June 18 at Civic Center Park. Competitors are needed for a rib competition if anyone is interested.

Councilor Wright gave some cards with his contact info on them to Chair Mowry and asked the Board to let him know what they would like him to report on, and to feel free to contact him directly.

Mr. Almas gave an update on City construction projects.

Mr. Almas reported on upcoming City events including the Memorial Celebration on May 28, the Bike Rodeo on June 11, Juneteenth on June 18 and the Festival in the Park on June 26.

Mr. Almas asked Board members to spread the word that the City needs part time Park Rangers.

### **19-10. Adjournment.**

Motion by Ms. Quigley seconded by Ms. Ratliff to adjourn the meeting at 2:35 pm.

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

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Jennifer Cowan  
Active Adult Coordinator