



CITY OF MADISON HEIGHTS

ACTIVE ADULT CENTER, 29448 JOHN R

ACTIVE ADULT ADVISORY BOARD MEETING AGENDA

MAY 17, 2022 AT 1:00 PM

INVOCATION & ROLL CALL

APPROVAL OF MINUTES

[1.](#)

MEETING OPEN TO THE PUBLIC

STAFF REPORT

Purse and Jewelry Sale- \$601.00 raised

Bunny Sale- \$81.29 raised

Mini Bake Sale- \$21.00

Garden Clean Up- Yesterday

New Busses

Saturday Drop In

Evening exercise classes

Yard Service Program

Reserve at Red Run Lunch & Learn- Monday, May 23

Memorial Day Ceremony- Saturday, May 28

Center Closed- Monday, May 30 for Memorial Day

Senior Day at the Detroit Zoo- Wednesday, June 1

Summer Picnic- Monday, June 6

Juneteenth Event- Saturday, June 18

Thank You Event (Sponsored by SMART)- Friday, June 17

MAINTENANCE REQUESTS

Hot water in back restrooms

BUDGET REQUESTS

Computer software

UNFINISHED BUSINESS

Masks in building and on vehicles

Status of OMOW Meal Program

Activity Sign Up

Advisory Board Nominations/Elections

Perennial Removal at AAC

Civic Plaza Project

Permanent divider wall for dining room

Presentation from Partners in Architecture

NEW BUSINESS

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

TREASUER'S REPORT

[2.](#)

COUNCIL & ADMINISTRATION

ADJOURNMENT

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 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
April 19, 2022

A Regular Meeting of the Madison Heights Active Adult Center Advisory Board was called to order by Chair Mowry, April 19, 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, Dalling, Leuffgen, Patton, Quigley, Ratliff, Smith and Topping.
Also Present: Center Coordinator Cowan, DPS Director Almas, DPS Supervisor Ballantine, City Manager Marsh, Councilor Wright and Councilman Fleming.
Absent: Bessler.

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 February 15, 2022 as printed.

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

19-02. Meeting Open to the Public.

None.

19-03. Staff Report.

City Manager Marsh asked to speak at the beginning of the meeting since she had a prior appointment that she would have to leave early for. Ms. Marsh let Board members know that the City had heard their requests regarding having an enclosed dining room with walls on four sides (not three) and different material for the walking track at the new build; however attempts to incorporate both requests were not possible. There was a discussion regarding both issues. Several Board members and a senior present from the public asked if the City could at least put up a permanent room divider so the room could be enclosed when there was a strong need for it. Mr. Almas said yes they were open to exploring options and asked if staff and Board members could bring alternative

options to the next meeting. The Board and staff agreed. Mr. Almas also stated that he thought it would be a good idea if Ms. Lee from Partners in Architecture came to the May advisory board meeting to update the Board on the latest design and answer questions they may have. He will contact her to find out if she is available.

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

Ms. Cowan reported that the AAC staff will be offering a Saturday Drop In day on April 23 from 9 am – 12 noon. Staff is looking at expanding some programs into Saturday mornings and/or weeknights so seniors who cannot come in during regular business hours have an opportunity to participate.

Ms. Cowan stated that the OMOW congregate program has reopened. We no longer have a site hostess so the work has fallen on front desk staff, which has been a lot of added responsibility. OMOW has also voiced their dislike of delivering meals to us if we only have a few meals ordered. Staff will be looking at the program over the next month or so to see if it is feasible carrying it on every day or switching to one or two days a week, with the added responsibilities and difficulties with having small orders delivered.

19-04. Treasurer's Report.

Treasurer's reports from January and February 2022 were presented for approval.

Motion by Ms. Topping seconded by Ms. Mowry to approve the two reports as printed.

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

19-05. Council & Administration Updates.

Our new City Council Rep Councilor Wright introduced himself and told the Board they can always reach out to him by email or phone. He asked the Board to let him know at future meetings what they would like him to report on.

Our new alternate City Council Rep Councilman Fleming introduced himself as well and stated he is on the Crime Commission Board and will keep the Board up to date on news from that board.

Mr. Almas stated DPS has several job openings.

Mr. Almas gave an update on City construction projects.

Mr. Almas reported on upcoming City events including the Recreation Department's 5K on April 23, the Memorial Celebration on May 28, Juneteenth on June 18, the Bike Rodeo on June 11, the Festival in the Park on June 26 and the Friends of the Library Book Sale on May 7.

Mr. Ballantine reported that the AAC electronic sign and safety cameras are back up and working.

Ms. Patton stated the back women's bathroom has not had any hot water recently. Mr. Ballantine stated he would have maintenance check the hot water tank.

19-06. Unfinished Business.

Ms. Cowan asked the Board their thoughts on the current mask requirement in the building. Board members and staff agreed that it has been two years since the beginning of the pandemic, the CDC no longer requires a mask mandate, and seniors who want to wear a mask are always able to do that. The Board suggested staff take down the mask requirement in the building.

Ms. Cowan asked the Board their thoughts on the current mask requirement on the AAC vehicles, stating a federal judge recently shot down the mandate that was in place on all public transportation. Board members and staff felt the same about masks on transportation as they did on wearing them in the building. The Board suggested staff take down the mask requirement on AAC vehicles as well.

Ms. Cowan reported that now that the AAC is back open completely staff is going back to the monthly activity sign up date as our bylaws dictate, with patrons signing up for new activities on an activity sign up date each month with residents signing up starting at 8 am and non-residents starting at 9:45 am. Once that date passes, anyone can sign up at any time for the rest of the month.

19-07. New Business.

Since we did not have an opportunity for public comments at the beginning of the meeting, resident Merri Busch asked if removal of the perennials around the building could be written into the contract for the sale of the AAC. Mr. Almas stated he believed that was already the intention.

Ms. Cowan asked Board members if they still wished to go back to our monthly meetings and they stated yes.

Motion by Ms. Patton seconded by Ms. Mowry to go back to monthly meetings.

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

Ms. Cowan stated the next Board meeting will be on Tuesday, May 17, 2022 at 1:00 pm.

19-08. Adjournment.

Motion by Ms. Patton seconded by Ms. Mowry to adjourn the meeting at 2:45 pm.

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

Jennifer Cowan
Active Adult Coordinator

Escrow Account Activity-April 2022

1. DEBIT-\$68.27-GFS-Vending Supplies
2. DEBIT-\$145.97-GFS-Vending Supplies
3. DEBIT-\$103.86-Heather Parker-Flower Arrangement for Bob Corbett
4. DEBIT-\$482.58-4Imprint-Logowear for staff/Advisory Board
5. DEBIT-\$35.96-Amazon-Keychain Fundraiser
6. DEBIT-\$26.97-Amazon-Keychain Fundraiser
7. DEBIT-\$23.97-Amazon-Keychain Fundraiser
8. DEBIT-\$55.92-SAMS CLUB-Vending
9. DEBIT-\$143.40-SAMS CLUB-VENDING/COFFEE
10. CREDIT-\$376.00-(50/50-\$124.00, Vending-\$85.00, Coffee-\$80.00, Cards-\$26.00, Copies-\$3.00, AARP Donations-\$55.00, Bottle Returns-\$3.00)
11. CREDIT-\$1199.00-(Cards-\$22.00,50/50-\$167.00, Vending-\$84, Coffee-\$39.00, Purse & Jewelry Sale-\$601.00, Bunny Fundraiser-\$286.00)

Balance- \$18,379.29

05/04/2022 10:23 AM

User: MELBA

DB: Madison Heights

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF MADISON HEIGHTS

FROM 705-000-2966-000 TO 705-000-2966-001

TRANSACTIONS FROM 04/01/2022 TO 04/30/2022

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JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
705-000-2966-000 SENIORS ESCROW ACCOUNT						
Journal AP: ACCOUNTS PAYABLE						
468478	04/12/2022	Gordon Food Service	851157855	705-000-2020-000	68.27	
468479	04/12/2022	Gordon Food Service	851158091	705-000-2020-000	145.97	
468499	04/12/2022	PARKER, HEATHER	040122	705-000-2020-000	103.86	
469462	04/21/2022	4IMPRINT, INC - 4IMPRINT.COM, W03/18/2022		705-000-2020-000	482.58	
469505	04/21/2022	AMZN Mktp US*1W21I7911 - Amzn.c03/08/2022		705-000-2020-000	35.96	
469506	04/21/2022	AMZN Mktp US*1W2BK4SH1 - Amzn.c03/08/2022		705-000-2020-000	26.97	
469509	04/21/2022	AMZN Mktp US*1W8069MB1 - Amzn.c03/04/2022		705-000-2020-000	23.97	
469609	04/21/2022	SAMSClub.COM - 888-746-7726, AR03/08/2022		705-000-2020-000	55.92	
469610	04/21/2022	SAMSClub.COM - 888-746-7726, AR03/16/2022		705-000-2020-000	143.40	
Journal Totals					1,086.90	0.00
Journal CR: CASH RECEIPTS						
468659	04/14/2022	Seniors Escrow Account	110737791	Multiple		376.00
469187	04/26/2022	Seniors Escrow Account	110739046	705-000-0011-000		1,199.00
Journal Totals					0.00	1,575.00
Totals for 705-000-2966-000					1,086.90	1,575.00

Balance 04/01/22:

17,891.19

Net Change:

488.10

Balance 04/30/22:

18,379.29

05/04/2022 10:23 AM

User: MELBA

DB: Madison Heights

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF MADISON HEIGHTS

FROM 705-000-2967-000 TO 705-000-2967-000

TRANSACTIONS FROM 04/01/2022 TO 04/30/2022

Page: 1/1

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
705-000-2967-000 ACTIVE ADULT CENTER BINGO						
Journal CR: CASH RECEIPTS						
468659	04/14/2022	Seniors Bingo	110737791	Multiple		24.75
Journal Totals					0.00	24.75
Totals for 705-000-2967-000					0.00	24.75

Balance 04/01/22:

27.32

Net Change:

24.75

Escrow Account Activity-March 2022

1. DEBIT-\$352.70-SAMS Club-Vending Supplies
2. DEBIT-\$81.66-Petty Cash (\$47.36-Meijer vending, \$1.36-Mail, \$32.94-BJ'S vending)
3. CREDIT-\$215.50-(50/50-\$83.00, Vending-\$81.50, Coffee-\$51.00)
4. CREDIT-\$317.00-(Cards-\$3.00,50/50-\$189.00, Advertising-\$125.00)

Balance- \$17,793.05

04/05/2022 02:54 PM ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF MADISON HEIGHTS Page: 1/1
 User: MELBA FROM 705-000-2966-000 TO 705-000-2966-001
 DB: Madison Heights TRANSACTIONS FROM 03/01/2022 TO 03/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
705-000-2966-000 SENIORS ESCROW ACCOUNT						
Journal AP: ACCOUNTS PAYABLE						
467630	03/22/2022	SAMSClub.COM - 888-746-7726, AR02/23/2022		705-000-2020-000	352.70	
467542	03/30/2022	MADISON HEIGHTS, CITY OF	032422	Multiple	81.66	
Journal Totals					434.36	0.00
Journal CR: CASH RECEIPTS						
466444	03/14/2022	Seniors Escrow Account	110735376	Multiple		215.50
467302	03/29/2022	Seniors Escrow Account	110736774	705-000-0011-000		317.00
Journal Totals					0.00	532.50
Totals for 705-000-2966-000					434.36	532.50
Balance 03/01/22:				17,793.05		
Net Change:				98.14		
Balance 03/31/22:				17,891.19		

Bingo Activity Acct – March 2022:

1. CREDIT-\$7.25-Seniors Bingo

Balance- \$27.32

04/05/2022 02:54 PM ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF MADISON HEIGHTS Page: 1/1
 User: MELBA FROM 705-000-2967-000 TO 705-000-2967-000
 DB: Madison Heights TRANSACTIONS FROM 03/01/2022 TO 03/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
705-000-2967-000 ACTIVE ADULT CENTER BINGO						
Journal CR: CASH RECEIPTS						
466444	03/14/2022	Seniors Bingo	110735376	Multiple		7.25
Journal Totals					0.00	7.25
Totals for 705-000-2967-000					0.00	7.25
Balance 03/01/22:				20.07		
Net Change:				7.25		
Balance 03/31/22:				27.32		

March 2022 Credit Totals

Cards - \$3.00
 50/50-\$272.00
 Coffee-\$51.00
 Vending-\$81.50
 Advertising- \$125.00