



**CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
APRIL 09, 2025 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

1. Excuse members who gave notice of absence.

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

2. Approve Minutes from January 2025.

MEETING OPEN TO THE PUBLIC

REPORTS

3. Treasurer Report
4. Moments that Made Madison Heights Subcommittee Report: Council Representative Bliss, Chambliss, Treasurer Suarez, Chair Scott, and Wright
5. Heritage Rooms

WORK PLAN REVIEW

6. Historical Commission Work Plan 2025.

UNFINISHED BUSINESS

7. Review updates requested by City Clerk to Park/Facility Naming Policy and send recommendations for updates to policy to Council.
8. Heritage Rooms Hours and/or Volunteer Schedule, including opening volunteer opportunities to non-commission members.

NEW BUSINESS

9. 70th Anniversary Booklet
10. Oakland County Underground Railroad Exhibit for January & February 2026 - Wright

ANNOUNCEMENTS

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.

Historical Commission Meeting
Madison Heights, Michigan
January 08, 2025

A Historical Commission Meeting was held on Wednesday, January 08, 2025 at 6:30 PM at
Library - 240 W. 13 Mile Rd.

CALL TO ORDER

at 6:30 p.m. by Chair Scott.

ROLL CALL

PRESENT

- Chair Margene Scott
- Vice Chair Jennifer Ballantine
- Treasurer Justin Suarez arrived at 6:32 p.m.
- Council Representative Mark Bliss
- Rebecca Chambliss
- Regina Juska-Svoba
- Martha Kehoe
- Jason Kowalski
- Cheryl Suiter
- Kevin Wright arrived at 6:36 p.m.

ALSO PRESENT

- Council Alternate Sean Fleming
- Staff Liaison Vanessa Verdun-Morris

ABSENT

- Martha Covert
- Robert Koneske

1. Motion to excuse members who gave notice of absence. No motion entertained.

ADDITIONS/DELETIONS

Asian American Heritage Month to be added as 8 under New Business.

Motion made by Council Representative Bliss, Seconded by Treasurer Suarez.

APPROVAL OF MINUTES

2. Approve Minutes of October 9, 2024

Motion made by Kehoe, Seconded by Juska-Svoba. Passed unanimously.

MEETING OPEN TO THE PUBLIC

No public wishing to speak.

TREASURER'S REPORT

3. Treasurer's Report

Treasurer Suarez reported no transactions.

Approved expenditures: Pants & a head: \$50 (Cheryl Suiter)

Annual budget for office supplies: \$300 (Approved by commission)

Balance: \$11,939.86

WORK PLAN REVIEW

4. Historical Commission Work Plan 2025.

70th Anniversary: Council Representative Bliss reported no update from committee aside from proposal later in meeting.

Naming Madison Heights. Council Representative Bliss reported committee still getting through names from last year. Chair Scott reported naming of Ross Executive Room was well-attended.

Digitizing Madison Heights: No update.

UNFINISHED BUSINESS

5. Heritage Rooms Hours and/or Volunteer Schedule, including opening volunteer opportunities to non-commission members.

Treasurer Suarez suggested quarterly openings.

Wright suggested seasonal displays.

Juska-Svoba noted there were 14 or 15 attendees at Saturday event and concurred with Treasurer Suarez & Wright suggestions.

Council Representative Bliss suggested posting the four days in the city newsletter brochure & hosting special guests.

Chair Scott stated 16 official visitors at Saturday event.

Motion to open the rooms on Saturdays, March 8, June 14, September 13, December 13. with hours of 10 a.m.-1 p.m.

Motion made by Treasurer Suarez, Seconded by Vice Chair Ballantine.

Committee will email the times they plan to attend on March 8 to Verdun-Morris.

6. Review Park/Facility Naming Policy and send recommendations for updates to policy to Council.

Motion to recommend Council adopt revised Park Facility/Naming policy as sent by Historical Commission.

Motion made by Chambliss, Seconded by Kehoe. Passed unanimously.

NEW BUSINESS

7. 70th Anniversary

Council Representative Bliss proposed making The Moments that Made Madison Heights with monthly presentations at a council meeting for March - December.

Wright proposed honoring residents who have lived in community 70 years or who were born in 1955.

Motion to create separate subcommittee for the 70th Anniversary Programs. Council Representative Bliss, Chambliss, Treasurer Suarez, Chair Scott, and Wright volunteered to be on a subcommittee.

Motion made by Suiter, Seconded by Treasurer Suarez. Passed unanimously.

8. Asian American Heritage Month

Motion to host a presentation in May on Asian American Heritage Month with Council Alternate Fleming to initiate partnerships with Ricky Dong Foundation & American Chinese Association.

Motion by Wright, Seconded by Vice Chair Ballantine. Passed unanimously.

ANNOUNCEMENTS

None.

ADJOURNMENT

at 7:44 p.m. by Chair.

Next meeting: April 9, 2025 at 6:30 p.m.

Historical Commission Work Plan 2025

Name of Project, Goal	Experiencing Madison Heights for its 70 th Anniversary	Naming Madison Heights	Digitizing Madison Heights
Benefit if completed	Improve the Heritage Rooms experience, including reenactments and school lessons	Bring awareness and recognition to founders and pioneers	Preserve history
Resources Needed	Advertising, Physical Space	Display	Money, Audio/Video Equipment
Committee	Ballantine, Wright, Scott	Bliss, Scott, Kehoe, Covert	Fleming, Bliss, Suiter
Measures of Success	Increase attendance in Heritage Rooms	Annually recognizing founders and notable people from the city	Increase digital copies of museum items
Priority	1	2	3
January Update	Council Representative Bliss reported no update from committee aside from proposal for The Moments that Made Madison Heights with monthly presentations at a council meeting for March - December.	Council Representative Bliss reported committee still getting through names from last year. Chair Scott reported naming of Ross Executive Room was well-attended.	No update.
April Update			
October Update			

Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council.

- Review purpose of the Board or Commission: The Historical Commission works to collect and preserve historical material relating to the history of the City and surrounding area.
- Discuss any City Council priorities for the Board or Commission: Library Exhibit Room.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.

PARK/FACILITY NAMING POLICY

~~Amended~~DRAFT V32. Original policy adopted by City Council: February 13, 2023

Purpose: The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the City of Madison Heights. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming city parks, recreational areas and facilities lies with the City Council.

The City Council will rely on input, and recommendations made by ~~a City Board~~the Historical Commission, City Staff, and City Councilmembers for the naming city parks, recreational areas, fields, and facilities.

Policy Objectives:

- Assure the quality of the title/name, so that it will serve the purpose of the city in a permanent manner.
- ~~Encourage public participation, careful review, and input in order to fully represent the best interest of the area affected.~~
- Inspire historical awareness of the people, and actions taken, that moved our city forward - while providing recognition to those who made incredible contributions to our city.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

Criteria for areas that Qualify for Naming Parks, Facilities, and Amenities:

A. Nominee criteria (one or more of the following):

- An elected official who has contributed extraordinary service of no less than ten years to the betterment of the City. While volunteers, city staff, and elected officials with less than 10 years of service don't qualify here, they will still be considered for a separate recognition program that the Historical Commission is developing.
- ~~An outstanding feature of the area. (example: park, building, green space, pavilion)~~
- ~~Commonly recognized subjects of historical significance such as: events, group event, group, culture or place.~~
- A person or group who significantly contributed to the acquisition or development of the park/facility.
- ~~A person, deceased who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.~~
- ~~A person, living that has contributed extraordinary service or no less than ten years to the services of the City.~~
- Naming may also be considered based on the Provision of significant funding (more than 50% total project cost) that underwrites the cost of renovation or construction of city property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable city projects such as parks, buildings or property acquisition to occur. This may include monetary gifts and/or grants that

leverage federal, state and local funding for such projects or complete donation of land. In the event that a significant amount of money is donated, the character of the deceased will be investigated as appropriate.

- Parks and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council.

B. Naming Criteria:

- An outstanding feature of the area. (example: park, building, green space, pavilion)
- Commonly recognized subjects of historical significance such as: event, group, culture or place.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

C. Exclusions:

- Cumbersome, -corrupted -or -modified -names, -profane, -discriminatory -or -derogatory names related to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation or other similar categories.
- Names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas.
- Names of companies whose business is substantially derived from the sale of alcohol, tobacco, ~~marijuana,~~ -firearms, -pornography,- and/or other practices considered unsuitable or inappropriate.
- Names of appointed or elected officials currently in office, or current City employees. The reuse of former facility names other than for a reconstruction of the same facility in the same location.
- Names that would result in the overt commercialization of City facility.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables can be dedicated to but not named.

D. Re-naming:

The intent of naming is for permanent recognition of deserving individuals. The renaming of parks and facilities ~~is strongly discouraged. should be considered only in cases where the individual's influence on the city matches that of those previously honored.~~ It is recommended that efforts to change a name be subject to the most crucial examination, so as not to diminish the original justification for the name, or discount the value of the prior contributors. ~~Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.~~

Procedure:

- ~~Staff, City Boards, city residents, community leaders and organizations interested in proposing a name for a park, recreational area, or facility must submit written~~

~~recommendations, petitions, etc. for presentation to the City Manager for consideration by the City Council.~~

- Once per year, the Historical Commission will formally nominate up to 3 qualified candidates for naming recognition to City Council.
 - Recommendations ~~need~~will describe in detail why the candidate merits such recognition. ~~All such recommendations shall be submitted no later than November of each year for Council consideration during upcoming council workshops (typically in March).~~
 - Preferred~~While special circumstances may warrant it, the preferred~~ practice is to approve or consider ~~no more than~~only one naming a year, with other recommendations deferred for future consideration.
- ~~When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.~~
- The City Manager shall forward naming recommendations to the City Council ~~for inclusion in a council meeting agenda~~ with all provided backup and justification included.
- The City Council shall allow for public input and comment ~~at a public hearing during~~ "Meeting Open to the Public" prior to taking formal action on the recommendation.
- The City Council will confirm park, recreation areas and facility names by resolution.
- ~~The City Council has final approval and may reject, or postpone, any naming or renaming request.~~

