



**CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
OCTOBER 14, 2026 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes from January 2026.
- [2.](#) Approve minutes from Special Meeting in August 2026.

MEETING OPEN TO THE PUBLIC

REPORTS

3. Treasurer Report - Treasurer Suarez
4. Heritage Rooms - Chair Scott
5. Social Media - Social Media Officer Wright

WORK PLAN REVIEW

- [6.](#) Work Plan 2026
7. Digitization Report - Council Representative Mier, Council Alternate Fleming, Bliss, Suiter
8. Public Relations - Vice Chair Ballantine, Treasurer Suarez, Social Media Officer Wright
9. Documentation - Chair Scott, Kowalski, Seewald
- [10.](#) Create 2027 Work Plan

UNFINISHED BUSINESS

- [11.](#) Feather Sign - Seewald
12. Field trip to the Holocaust Museum - Council Alternate Fleming
13. Juneteenth Celebration: Saturday, June 20, 12 p.m. - 6 p.m. - Wright
14. Trip to Madison Elementary & Photo Poster - Wright

NEW BUSINESS

15. Elect Chair, Vice Chair, Secretary, and Treasurer.
Current officers:
Chair: Margene Scott
Vice chair: Jennifer Ballantine
Secretary: Vanessa Verdun-Morris
Treasurer: Justin Suarez
16. Set meeting dates for 2027.
Proposed dates (2nd Wednesday of month): January 13, April 14, October 13.

[17.](#) Memorial Day Flag Display - Wright

[18.](#) Memorial Plaque - Wright

[19.](#) Naming Request from Active Adult Center - Verdun-Morris

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
April 08, 2026

A Historical Commission Meeting was held on Wednesday, April 08, 2026 at 6:30 PM at Library - 240 W. 13 Mile Rd.

CALL TO ORDER

by Vice Chair Ballantine at 6:30pm

ROLL CALL

PRESENT

Vice Chair Jennifer Ballantine
Social Media Officer Kevin Wright
Council Representative Bill Mier
Regina Juska-Svoba
Kate Kapas
Jason Kowalski
Joel Seewald
Cheryl Suiter arrived at 6:35 p.m.
Rebecca Chambliss arrived at 6:37 p.m.
Treasurer Justin Suarez arrived at 7:30 p.m.

ALSO PRESENT

Staff Liaison Vanessa Verdun-Morris

EXCUSED

Chair Margene Scott
Mark Bliss
Martha Kehoe

ABSENT

Council Representative Alternate Sean Fleming

Excuse Chair Scott, Kehoe, and Bliss.

Motion made by Council Representative Mier, Seconded by Social Media Officer Wright.

ADDITIONS/DELETIONS

Additions:

9.a. Banners

13. Trip to Madison Elementary

14. Fallen Soldiers

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

APPROVAL OF MINUTES

1. **Approve minutes from January 2026.**

Motion made by Council Representative Mier, Seconded by Kowalski. Passed unanimously.

MEETING OPEN TO THE PUBLIC

No public present wishing to speak.

WORK PLAN REVIEW

2. Work Plan 2026

Work plan reviewed.

3. Digitization Report - Council Representative Mier, Council Alternate Fleming, Bliss, Suiter

Council representative Mier reported. Piercing together information. Hoping to meet soon. Objective to preserve historical documents.

4. Public Relations - Vice Chair Ballantine, Treasurer Suarez, Social Media Officer Wright

Vice Chair Ballantine and Wright reported that the committee has not met. Facebook page is booming. Lots of families attended Open House on 3/28, about 40 people. Next open houses dates are 6/28, 5pm-7:30pm, and 9/19, 10am-1pm.

5. Documentation - Chair Scott, Kowalski, Seewald

Seewald stated there is nothing to report.

REPORTS

6. Treasurer Report - Treasurer Suarez

Verdun-Morris provided the report by Treasurer Suarez.

7. Heritage Rooms - Chair Scott

Update provided in Public Relations Report.

8. Social Media - Social Media Officer Wright

Written report of statistics provided.

UNFINISHED BUSINESS

9. T-shirt purchase - Bliss

Discussion on future of t-shirts. Suggestion was made to remove "70 years" on future shirts.

- 9.a. Banner - Seewald

Purchase feather sign with cross-base, ground spike, and carrying case for an amount not to exceed \$350.

Motion made by Kapas, Seconded by Council Representative Mier. Passed unanimously.

NEW BUSINESS

10. Field trip to the Holocaust Museum - Council Alternate Fleming

Table until information can be obtained by Council Alternate Fleming.

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

11. Juneteenth Celebration: Saturday, June 20, 12 p.m. - 6 p.m. - Wright

Host a booth at Juneteenth Celebration.

Motion made by Kapas, Seconded by Council Representative Mier. Passed unanimously.

12. Computer in Heritage Rooms - Verdun-Morris

Verdun-Morris relayed that IT department said OpenOffice could no longer be used on computer due to security issues. Annual amount for MS Office G3 was provided. Commission discussed options and looking into use of free online versions of MS Office or Google Sheets.

13. Trip to Madison Elementary - Wright

Create large durable photo poster that can be used for class visits at an amount not to exceed \$50.

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

14. Fallen Soldier Research - Seewald

Draft of a Fallen Soldier report providing history on the Veteran's Memorial names was passed around the room. The report will be provided for library archives when complete.

ANNOUNCEMENTS

Treasurer Suarez will bring a few items for the display on George Suarez at the June open house.

ADJOURNMENT

At 8:09 p.m.

Motion made by Council Representative Mier, Seconded by Seewald. Passed unanimously.

Historical Commission Special Meeting
Madison Heights, Michigan
August 26, 2026

A Historical Commission Special Meeting was held on Wednesday, August 26, 2026 at 6:30 PM at Library - 240 W. 13 Mile Rd.

CALL TO ORDER

at 6:30 p.m. by Vice Chair Ballantine.

ROLL CALL

PRESENT

Vice Chair Jennifer Ballantine
Social Media Officer Kevin Wright
Council Representative Bill Mier
Council Representative Alternate Sean Fleming
Regina Juska-Svoba
Kate Kapas
Jason Kowalski
Joel Seewald
Cheryl Suiter
Staff Liaison Vanessa Verdun-Morris

ABSENT

Chair Margene Scott
Treasurer Justin Suarez
Mark Bliss
Rebecca Chambliss

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

1. Public Trip to the Holocaust Memorial Museum - Council Alternate Fleming

Proposed for Sunday, November 15 from 9 a.m. - 1 p.m.

Cost is the bus driver and admission for attendees.

Motion to approve the public trip limited to 30 people to the Holocaust Memorial Museum by allowing sign-up first to Commissions, then to Council, then to the public, for an amount not to exceed \$500 for the bus driver and admission.

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

Additional details:

Payment of \$180 due upon arrival at the museum.

Tentative agenda:

9:00 AM: Bus pickup.

9:30 AM: Museum opens.

10:00 AM - 10:15 AM Welcome and Orientation Classrooms A, B, & C

10:15 AM - 11:30 AM Docent-Led Tour Core Exhibit
11:45 AM - 12:15 PM Special Exhibit Tour - No Registration Temporary
Exhibit

ANNOUNCEMENTS

Seewald announced that the feather flag/banner has been ordered but has not yet arrived.

ADJOURNMENT

At 7:04 p.m. by Vice Chair Ballantine.

Historical Commission Work Plan 2026

Item 6.

Name of Project, Goal	Digitization	Public Relations	Documentation
Benefit if completed	Preserved history.	Increased exposure to the Heritage Rooms and expanded social media presence.	Inventoried collection, Heritage Book contents ADA accessible, and new commissioner packet.
Committee	Council Alternate Fleming, Bliss, Suiter, Council Representative Mier	Wright, Treasurer Suarez, Ballantine	Seewald, Chair Scott, Kowalski
Priority	1	2	3
January Update	Subcommittee carried over from previous work plan with addition of Council Representative Mier.	First quarterly Open House set for March 28, 10 am-1pm.	Chair Scott will assist with locating current documentation.
April Update	Piercing together information. Hoping to meet soon. Objective to preserve historical documents.	Committee has not met. Facebook page is booming. Lots of families attended Open House on 3/28, about 40 people. Next open houses dates are 6/28, 5pm-7:30pm, and 9/19, 10am-1pm.	Nothing to report.
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.

- 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.
- 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.
- 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.

Historical Commission Work Plan 2027

Item 10.

Name of Project, Goal	Digitization	Public Relations	Documentation
Benefit if completed			
Committee			
Priority	1	2	3
January Update			
April Update			
October Update			

Board and Commission Work Plan Guidelines and Process

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- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan.
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Flag display in Royal Oak:







DEATH OF A SOLDIER

By Mary Jean Linville

In midst of war, a young man stood under the bright blue sky.

Death angel flew overhead but failed to pass him by.

He swept him up without a thought of loved ones left behind.

And bore him to his heavenly home until the end of time.

He wasn't ready for death that day

But the death angel took him anyway.

His loved ones cried and loved ones moaned

As he was bore to his heavenly home.

But time will come when we will meet

The one we love at Jesus' feet



Recommendation Historical Commission to Name the Madison Heights Active Adult Center Computer Lab After Mike Salley

From Jennifer Cowan <Jcowan@Madisonheightsmi.gov>

Date Tue 9/22/2026 10:58 AM

To Sean Ballantine <Sballantine@Madisonheightsmi.gov>; Vanessa Verdun-Morris <Vverdun-morris@Madisonheightsmi.gov>

Cc Heather Parker <Hparker@Madisonheightsmi.gov>; Harley Mordarski <Hmordarski@Madisonheightsmi.gov>; Katie OShaughnessy <Koshaughnessy@Madisonheightsmi.gov>; Gayle Hoff <Ghoff@Madisonheightsmi.gov>; Tiffany Poole <Tpole@Madisonheightsmi.gov>; Bev Parker <ciderlight@wideopenwest.com>; Suzie Patton <suepatton5@gmail.com>

Good morning,

Staff at the AAC respectfully recommend that the computer lab at the Madison Heights Active Adult Center be named in honor of Mike Salley, a longtime volunteer whose generosity, dedication, and service made a lasting difference in the lives of countless people throughout our community.

For more than 10 years, Mike volunteered his time teaching people how to use their computers. He patiently helped individuals gain confidence with technology and was instrumental in helping plan the computer lab in the new Active Adult Center building. His commitment to the lab and to the people who used it was extraordinary.

But Mike's service went far beyond the computer lab.

We have tried our best to determine the total number of hours Mike volunteered over the years. Initially, we estimated that he had given more than 6,000 hours. As we prepared this recommendation, however, we continued to discover additional ways in which Mike gave his time and talents. We now believe that his volunteer service at the Active Adult Center alone exceeded 7,500 hours.

Mike taught people how to use their computers, helped with minor home repairs, assisted people with their income taxes, served as Chair of the Active Adult Center Advisory Board, volunteered with the lunch program, helped run both Prize Bingo and Thursday Bingo, assisted with fundraisers, and contributed his time to countless other volunteer opportunities at the AAC.

His service extended throughout the City as well, including his work on the Environmental Citizen's Committee.

Mike's dedication was recognized in many ways. He was named Active Adult Center Volunteer of the Year in 2019 and was honored as Grand Marshal of the Memorial Day Parade in 2023.

Mike didn't simply volunteer—he made a difference. He showed up. He lent a hand. He spoke his mind. He shared his knowledge. And he generously gave his time and talents to the people and community he cared about.

Naming the computer lab after Mike would be a fitting tribute to a man who spent so many years helping others navigate the world of technology while, at the same time, making the Active Adult Center

and the City of Madison Heights a better place.

Mike lived his life well and was deeply loved. His kindness, tenacity, generosity, and commitment to serving others will be remembered by his family, his friends, the Active Adult Center, and the City he called home.

Staff at the AAC respectfully recommend that the Madison Heights Active Adult Center computer lab be named the "Mike Salley Computer Lab" in recognition of his extraordinary service and lasting legacy.

This would ensure that every day, in a place where Mike spent so much of his time helping others, his name and his example continue to inspire those who walk through its doors.

We understand that naming a designated place in the city is a process, and we are here to help in any way we can to make this possible. We are starting with the two of you in hopes that you can help guide us through the process and point us in the right direction. We truly appreciate any assistance or guidance you can provide.

Thank you for your consideration,

Jennifer Cowan
Active Adult Center Supervisor
City of Madison Heights

248-545-3464
260 W 13 Mile Rd, Madison Heights, MI 48071

FB: Madison Heights Active Adult Center - AAC

Web: www.madisonheightsmi.gov