



**CITY OF MADISON HEIGHTS
LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
OCTOBER 12, 2022 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Motion to approve minutes from May 26, 2022.

MEETING OPEN TO THE PUBLIC

REPORTS

2. Heritage Rooms Status Update - Verdun-Morris
3. Naming Subcommittee - Council Representative Bliss

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Historical Commission Work Plan 2023
5. Elect Chair, Vice Chair, and Secretary
6. Set meeting dates for 2023. (January, April, October)

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
May 26, 2022

A Historical Commission Meeting was held on Thursday, May 26, 2022 at 6:30 PM at Library - Breckenridge Room, 240 W. 13 Mile Rd.

CALL TO ORDER

Verdun-Morris called to order at 6:32 PM.

ROLL CALL

PRESENT: Margene Scott, Tanya Graettinger, Cheryl Suiter, Jennifer Ballantine, Patricia Ross, Martha Kehoe, Deliza Lee, Council Representative Mark Bliss

ABSENT: Kelly Ording, Rebecca Chambliss, Lila Richards, Justin Suarez, William Mier

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

- 1. Approve Minutes from January Meeting. Motion by Kehoe. Second by Scott. Passed.**

MEETING OPEN TO THE PUBLIC

None present.

REPORTS

Scott and Lee reported that complimentary passes were printed, but incorrect information was included, and they need to be reprinted. Lee will reprint after contact information is corrected.

Scott reported that HeritageRooms2@madison-heights.org is not receiving incoming mail. Verdun-Morris will request I.T. support.

Scott reports the current sign is too heavy for many volunteers to move during shifts at the Heritage Rooms. A rolling cart is needed to move it. Verdun-Morris will find out what plans are for post-renovation Heritage Rooms signage on the main floor of city hall.

Scott reported that previous director Yerman was supposed to contact Madison-Park News. Bliss reported articles are typically run with current events, so the Heritage Rooms may need an event or promotion to be featured.

Scott reported the wood finish display shelves disappeared from hallway by museum; security cameras did not appear to be working; and doors by elevator were locked preventing guest entry the last time she volunteered. Verdun-Morris will ask IT to check on whether cameras are working and whether training on the cameras can be arranged.

Scott requested a report from Verdun-Morris on the Escrow account balance and transactions. Verdun-Morris will obtain and send to commission. Scott reported she donated erasers and has ordered school-sized 8"x10" chalkboards, which she will donate once they arrive.

UNFINISHED BUSINESS

None.

NEW BUSINESS

2. Heritage Rooms Volunteer Schedule

Dates on the sign-up sheet listed every other Tuesday, when they should have listed only the first and third Tuesday of each month. After dates were corrected, the sign-up sheet was passed around.

3. Research Request

Kehoe will check with members of the Gerald's family, who may have been around during the Bunker Hill re-enactment in 1975.

Members related anecdotal information regarding the naming of the Rosie's Park. Rosie Etoff (spelling unknown) was a local businesswoman who used the site of Rosie's Park for waste disposal but was not fined for improper waste disposal. She subsequently donated the land to the City with the stipulation that the land always be named after her.

4. Set date for October Meeting

Tentative date is set for Wednesday, October 12, 2022, at 6:30 PM.

Motion to create a subcommittee to investigate the naming of parks, city rooms and buildings, and conduct fundraising for signage. Motion by Council Representative Bliss. Second by Graettinger. Passed.

Subcommittee will consist of Council Representative Bliss, Graettinger, and Lee. Bliss reported they will begin interviewing people to obtain information, but any fundraising events will be planned to occur after the Civic Center Complex renovation is at or near completion.

Bliss will also provide artifacts to Scott for display on Jack Scott & Tony Bliss in the near future.

ADJOURNMENT

Adjourned by Verdun-Morris at 8:03 PM.

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Historical Commission Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority

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. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- 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 draft 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.