



**CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
JANUARY 10, 2024 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Minutes from October 11, 2023

MEETING OPEN TO THE PUBLIC

REPORTS

WORK PLAN REVIEW

- [2.](#) Historical Commission Work Plan Report for FY 2023
- [3.](#) Historical Commission Work Plan 2024-2025

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Heritage Rooms Hours and/or Volunteer Schedule
5. Elect Vice Chair.

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
 October 11, 2023

A Historical Commission Meeting was held on Wednesday, October 11, 2023 at 6:30 PM at Library – Flex Space, 240 W. 13 Mile Rd.

CALL TO ORDER

by Chair Ballantine at 6:34 p.m..

ROLL CALL

PRESENT:

Mark Bliss, Council Representative
 Martha Kehoe
 William Mier, Vice Chair
 Margene Scott
 Jennifer Ballantine, Chair
 Jason Kowalski
 Cheryl Suiter
 Kevin Wright
 Martha Covert

ALSO PRESENT:

Sean Fleming, Council Alternate
 Vanessa Verdun-Morris, Staff Liaison/Library Director

Motion to excuse Ross and Chambliss by Mier. Second by Covert. Passed unanimously.

EXCUSED:

Patricia Ross
 Rebecca Chambliss

ABSENT:

Justin Suarez
 Robert Konenske

ADDITIONS/DELETIONS

Chair Ballantine requested everyone introduce themselves.

APPROVAL OF MINUTES

Motion to approve minutes from April 12, 2023 by Bliss. Second by Mier. Passed unanimously.

MEETING OPEN TO THE PUBLIC

No public present wishing to speak.

WORK PLAN REVIEW

Experiencing Madison Heights - Chair Ballantine reported committee has not met. Requested Verdun-Morris obtain quote for replacement camera system, and follow-up on the status of IT returning computer, phone, copier/scanner.

Naming Madison Heights - Bliss reported committee has not met. Have until February to suggest names for honoring. Give suggestions to Bliss or Scott.

Digitizing Madison Heights - Fleming reported committee has not met. Copyright can be an issue. Items need cataloging before digitization. Requested a poll be sent to see when people can meet to catalog.

UNFINISHED BUSINESS

1. Historical Commission Work Plan 2023

Motion to conclude 2023 work plan by Mier. Second by Scott. Motion retracted by Mier.

Motion to conclude 2023 work plan in January 2024 meeting by Scott. Second by Mier.

2. Historical Commission Work Plan 2024-2025

Motion by Mier to create 2024-2025 Work Plan as follows:

"Increase attendance in Heritage Rooms" for 2024 and 2025 measure of success for Experiencing Madison Heights.

"Annually recognizing founders and notable people from the city" for 2024 and 2025 measure of success for Naming Madison Heights.

"Increase digital copies of museum items" for 2024 and 2025 measure of success for Digitizing Madison Heights.

Second by Covert. Passed unanimously.

3. Heritage Rooms Hours and/or Volunteer Schedule

Motion to set museum clean-up meet-up on Saturday, November 11, 12 p.m. - 3 p.m. Motion by Wright. Second by Covert. Passed unanimously.

Motion to set second museum clean-up meet-up on Tuesday, November 28, 1 p.m. - 4 p.m. by Scott. Second by Wright. Passed unanimously.

NEW BUSINESS

4. Meeting dates for 2024: January 10, April 10, October 9.

Motion by Wright to set meeting dates for 6:30 pm for Wednesdays, January 10, April 10, and October 9 at flex space. Second by Covert. Passed unanimously.

5. Memorial request: Ronald Binienda: January 24, 1939 – April 21, 2023; US Army: May 1962 to May 1964

Motion by Scott to deny the request for Ronald Binienda to be submitted as a name for the veterans memorial because he did not die in the line of service, and refer to the Wall of Heroes instead. Scott to reach out. Second by Covert. Passed unanimously.

6. C&G News Column

Motion by Covert that Experiencing Madison Heights subcommittee work with C&G news for an ongoing news column. Second by Scott. Passed unanimously.

ANNOUNCEMENTS

Scott announced that a cleaning lady has been helping her sort items related to Madison Heights history which she delivered to the museum.

Kehoe announced that Wall of Heroes photos should be submitted to her.

ADJOURNMENT

Adjourned by Chair Ballantine at 8:37 p.m.

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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
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Six months after Heritage Rooms restoration completion	Advertising, Physical Space	Increased attendance in Heritage Rooms	1
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	When the library reopens, in March 2023, with updates ongoing	Library Display	Wall in the library displaying landmarks and history of names, and a visual and digital presence	2
Digitizing Madison Heights	Preserve history	2024, with updates ongoing	Money for services, Audio and Video Recording Equipment	Digital copy of museum items	3

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.

Historical Commission Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Resources Needed (staff support, subcommittee, fundraising)	2024 & 2025 Measures of Success	Priority	January 2024 Update	April 2024 Update	October 2024 Update
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Advertising, Physical Space <i>Subcommittee: Ballantine, Wright, Scott, Mier</i>	Increase attendance in Heritage Rooms	1			
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	Display <i>Subcommittee: Bliss, Scott</i>	Annually recognizing founders and notable people from the city	2			
Digitizing Madison Heights	Preserve history	Money, Audio/Video Equipment <i>Subcommittee: Fleming, Bliss, Suiter</i>	Increase digital copies of museum items	3			

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.

