



**CITY OF MADISON HEIGHTS  
CITY HALL - HERITAGE ROOMS, 300 W. 13 MILE RD.  
HISTORICAL COMMISSION MEETING AGENDA  
JANUARY 11, 2023 AT 6:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Approve minutes from October 12, 2022.

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

2. Naming Subcommittee - Chair Bliss, Graettinger, Lee
3. Experiencing Madison Heights Subcommittee - Chair Ballentine, Wright, Scott, Mier
4. Digitizing Madison Heights Subcommittee - Chair Fleming, Bliss, Graettinger, Suiter

**UNFINISHED BUSINESS**

- [5.](#) Historical Commission Work Plan 2023
- [6.](#) Heritage Rooms Volunteer Schedule

**NEW BUSINESS**

- [7.](#) Identification Badges
- [8.](#) Review Park/Facility Naming Policy

**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](mailto: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 12, 2022

A Historical Commission Meeting was held on Wednesday, October 12, 2022 at 6:30 PM at Library - Breckenridge Room, 240 W. 13 Mile Rd.

**CALL TO ORDER at 6:30 p.m. by Verdun-Morris.**

**ROLL CALL**

**Present:** Tanya Graettinger, Margene Scott, Kevin Wright, Cheryl Suiter, Patricia Ross, Jennifer Ballentine, William Mier, Council Representative Mark Bliss

**Absent:** Nicholas Cobb, Lila Richards, Rebecca Chambliss, Martha Kehoe, Justin Suarez, Deliza Lee

**Ex-officio Present:** Council Alternate Representative Sean Fleming, Library Director Vanessa Verdun Morris

**Also Present:** Sean Ballantine, Department of Public Service; Debbie Boucher.

**ADDITIONS/DELETIONS**

Introductions after Roll Call per request of Scott.

**APPROVAL OF MINUTES**

- 1. Motion by Bliss to approve minutes from May 26, 2022. Seconded by Suiter.  
Ayes: Graettinger, Scott, Wright, Suiter, Ross, J. Ballentine, Bliss  
Nays: None.  
Abstain: Mier.

**MEETING OPEN TO THE PUBLIC**

Debbie Boucher greeted commission.

**REPORTS**

- 2. Heritage Rooms Status Update  
Sean Ballantine updated the commission on the loss of bookshelves and desk from the flood, which will be replaced by the contractor. The rooms themselves are having one foot of drywall, closest to the floor, replaced. While there is no firm timeline, the Heritage Rooms have been given the second highest priority for restoration. Only the MiLife Health and Wellness Center, serving five communities, takes a higher priority.
- 3. Naming Subcommittee  
Bliss and Graettinger created a spreadsheet to share with the commission with history they discovered for names of parks, streets, and buildings. City Manager Marsh has approved one wall in the renovated library for visual display of Madison Heights places with historic names.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

4. Historical Commission Work Plan 2023

Motion by Ross for work plan projects:

“Experiencing Madison Heights” will improve the Heritage Rooms experience, including reenactments and school lessons, needing advertising and physical space, to be completed six months after restoration completion, with increased attendance as a measure of success;

“Naming Madison Heights” will bring awareness and recognition to founders and pioneers, when the library reopens, in March 2023, with updates ongoing, and the measure of success as a wall in the library displaying landmarks and history of names, and a visual and digital presence;

“Digitizing Madison Heights” will preserve history, needing money for services, audio and video recording equipment, and a release form, in 2024, with updates ongoing, and the measure of success will be a digital copy of museum items.

Seconded by J. Ballantine. Passed unanimously.

5. Elect Chair, Vice Chair, and Secretary.

Motion by Bliss to elect Verdun-Morris as Secretary. Seconded by Wright. Passed unanimously.

Motion by Ross to elect Graettinger as Chair. Seconded by Mier. Passed unanimously.

Motion by Mier to elect J. Ballantine as Vice Chair. Seconded by Graettinger. Passed unanimously.

Motion by Scott to elect Mier as Treasurer. Seconded by Bliss. Passed unanimously.

6. Set meeting dates for 2023. (January, April, October)

Meeting dates set for January 11, 2023; April 12, 2023; October 11, 2023.

Motion by Bliss to establish “Experiencing Madison Heights” subcommittee with Chair J. Ballantine, and members Wright, Scott, and Mier. Seconded by Scott. Passed unanimously.

Motion by Bliss to establish “Digitizing Madison Heights” subcommittee with Chair Fleming, and members Bliss, Graettinger, and Suiter. Seconded by Wright. Passed unanimously.

**ADJOURNMENT at 8:22 pm by Verdun-Morris**

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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.

<b>Date</b>	<b>Volunteer #1</b>	<b>Volunteer #2</b>	<b>Volunteer #3</b>
Tue, Feb 07, 2023			
Tue, Feb 21, 2023			
Tue, Mar 07, 2023			
Tue, Mar 21, 2023			
Tue, Apr 04, 2023			
Tue, Apr 18, 2023			
Tue, May 02, 2023			
Tue, May 16, 2023			

Since Boards and Commission that may be soliciting donations, attending events as Board members, etc., identification badges are available upon request.

When a commission or board member is no longer on the commission or board, the id badge must be turned in to the City of Madison Heights. Misusing the id badge will result in dismissal from the Board or Commission.

*Sample identification badge:*



## **PARK/FACILITY NAMING POLICY**

Adopted by City Council: July 26, 2021

**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 rely on input and recommendations by a City Boards, City Staff, 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.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

### **Criteria for areas that Qualify for Naming:**

- 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.
- A person or group who significantly contributed to the acquisition or development of the park/facility.
- A person, deceased more than two (2) years, 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 sevicees of the City.
- Naming may 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.

- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

### **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.

### **Renaming:**

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. 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.
  - Recommendations need 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 practice it so approve or consider no more than 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 with all provided backup and justification.
- The City Council shall allow for public input and comment at a public hearing 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 any naming or renaming request.

**SUMMARY OF ROBERT'S RULES OF ORDER**  
**PARLIAMENTARY PROCEDURE**

The Madison Heights City Council and City Boards and Commission follow Robert's Rules of Order as a Parliamentary procedure.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership takes action or a stand on an issue. Individual members can:

1. Call to Order.
2. Second Motions.
3. Debate Motions.
4. Vote on Motions.

How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker is finished.
  - b. Rise and address the Chairman by saying "Your Honor or Mayor."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion.
  - a. Speak clearly and concisely.
  - b. Always state a motion affirmatively. For example, say: I move that we..." rather than, "I move that we do not..."
  - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion, or the Chairman will call for a second.
5. If there is no second to your motion, it is not considered.
6. The Chairman states your motion.
  - a. The Chairman will say, "it has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
  - b. The Mayor will ask the membership if there are any comments/discussion then either debate on the motion or move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman, it becomes "assembly property." Therefore, you cannot change it without the consent of the person that seconded the original motion.