



**CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
JANUARY 14, 2026 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 October 2025.

MEETING OPEN TO THE PUBLIC

REPORTS

3. Treasurer Report - Treasurer Suarez
4. Heritage Rooms - Chair Scott
5. Moments that Made Madison Heights Subcommittee Report: Bliss, Chambliss, Treasurer Suarez, Chair Scott, and Wright
6. Oakland County Underground Railroad Exhibit for January & February 2026 - Verdun-Morris, Wright
7. Harvest Festival Report - Vice Chair Ballantine, Covert
8. T-shirt purchase - Bliss
9. Digitization Report - Council Alternate Fleming, Bliss, Suiter, Verdun-Morris

WORK PLAN REVIEW

UNFINISHED BUSINESS

10. Work Plan 2026

NEW BUSINESS

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 08, 2025

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

CALL TO ORDER

at 6:33 p.m. by Chair Scott.

ROLL CALL

PRESENT

- Chair Margene Scott
- Vice Chair Jennifer Ballantine
- Treasurer Justin Suarez
- Council Representative Mark Bliss
- Council Alternate Sean Fleming
- Martha Covert
- Regina Juska-Svoba
- Martha Kehoe
- Kate Kapas
- Jason Kowalski
- Joel Seewald
- Cheryl Suiter
- Kevin Wright
- Staff Liaison Vanessa Verdun-Morris

ABSENT

Rebecca Chambliss

- 1. **Excuse members who gave notice of absence.**

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

ADDITIONS/DELETIONS

Kehoe requested to add Obituaries at Library as #12 under new business.

Ballantine requested Harvest festival be added to agenda. Added as #1A.

- 1A. **Purchase candy for Historical Commission to pass out at Harvest Festival not to exceed \$200.**

Motion by Council Representative Bliss. Covert seconded. Passed unanimously.

APPROVAL OF MINUTES

- 2. **Approve Minutes from April 2025.**

Motion by Kehoe. Seconded by Kapas. Passed unanimously.

MEETING OPEN TO THE PUBLIC

No public present wishing to speak.

REPORTS

3. Treasurer Report - Treasurer Suarez

Motion by to file Treasurer report as printed. Motion by Juska-Svoba. Seconded by Martha Covert. Passed unanimously.

4. Heritage Rooms - Chair Scott

Chair Scott thanked Kevin and Jason for assisting with the rooms for September open house with 31 visitors. Wright noted that several visitors were alumni of schools in Madison Heights. Next open house is December 13.

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

Council Representative Bliss needs to collect photos of events and more information to identify dates on some of the suggestions from last meeting. Information is due to Council Representative Bliss within one week.

At November Council meeting, they would like to present Moments that Made Madison Heights. Chair Scott, Covert, and other commissioners will host open house during City's Tree Lighting, November 24.

Committee would like to create podcasts of outgoing council members for City YouTube account.

Allocate up to \$1000 to purchase T-shirts with a design and sale price approved by the subcommittee.

Motion by Council Representative Bliss. Kowalski seconded. Passed unanimously.

6. Oakland County Underground Railroad Exhibit for January & February 2026 – Wright
Staff Liaison Verdun-Morris reported that the exhibit is on-track for January & February display in the library Exhibit Room.

WORK PLAN REVIEW

7. Historical Commission Work Plan 2025.

Council Representative Bliss reported Experiencing subcommittee's shift to quarterly Open Houses has proven successful, with over 100 visitors to the Heritage Rooms in total. Two more will be held this year on November 24, 4:30 p.m. to 6:30 p.m., and December 13, 10 a.m. - 1 p.m.

Council Representative Bliss reported the Naming Committee has not submitted any names for the upcoming year. The Alva Mills naming is waiting pavillion completion at Rosie's, and the AAC Game Room is still waiting to be named after Rich Clark.

Staff Liaison Verdun-Morris reported the results of the RFP for digitization of the Heritage Rooms Documents.

Allocate not more than \$3000 for digitizing and authorize the digitizing subcommittee to prioritize materials for digitizing.

Motion by Covert. Kapas seconded. Passed unanimously.

Motion for make a recommendation to City Council to seek grant funding partnership with schools in Madison Heights for digitization.

Motion by Suarez, Seconded by Ballantine. Passed unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

8. Elect Chair, Vice Chair, Secretary, and Treasurer.

Current officers:

Chair: Margene Scott

Vice chair: Jennifer Ballantine

Secretary: Vanessa Verdun-Morris

Treasurer: Justin Suarez

Motion to keep Suarez as Treasurer. Motion by Covert. Seconded by Wright. Passed unanimously.

Motion to keep Verdun-Morris as Secretary and appoint Kevin Wright as Social Media Coordinator. Motion by Covert. Seconded by Juska-Svoba. Passed unanimously.

Motion to keep Ballantine as Vice Chair. Motion by Covert. Seconded by Juska-Svoba. Passed unanimously.

Motion to keep Scott as Chair. Motion by Kehoe. Seconded by Covert. Passed unanimously.

9. Set meeting dates for 2026.
Staff recommendation: January 14, April 8, October 14.

Motion to set dates as recommended. Motion by Ballantine. Seconded by Suarez. Passed unanimously.

10. Work Plan 2026

Motion to table creation of work plan until January 14 meeting. Motion by Covert. Seconded by Kapas. Passed unanimously.

11. Open House Program - Suiter

Suiter presented the Galaxy Drive-in Theater display for the December open house.

12. Obituaries at Library

Kehoe requested someone replace her as the collector of local obituaries to file in library. Ballantine volunteered and will coordinate transfer of duties with Kehoe.

ANNOUNCEMENTS

None.

ADJOURNMENT

at 8:55 pm by Chair Scott.

Historical Commission Work Plan 2026

| | | | |
|-----------------------|---|---|---|
| Name of Project, Goal | | | |
| Benefit if completed | | | |
| Resources Needed | | | |
| Committee | | | |
| Measures of Success | | | |
| Priority | 1 | 2 | 3 |
| January 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.

- 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.