



CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
JANUARY 08, 2025 AT 6:30 PM

CALL TO ORDER

ROLL CALL

1. Motion to excuse members who gave notice of absence.

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [2.](#) Approve Minutes of October 9, 2024

MEETING OPEN TO THE PUBLIC

TREASURER'S REPORT

3. Treasurer's Report

WORK PLAN REVIEW

- [4.](#) Historical Commission Work Plan 2025.

UNFINISHED BUSINESS

- [5.](#) Heritage Rooms Hours and/or Volunteer Schedule, including opening volunteer opportunities to non-commission members.
- [6.](#) Review Park/Facility Naming Policy and send recommendations for updates to policy to Council.

NEW BUSINESS

7. 70th Anniversary

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 09, 2024

A Historical Commission Meeting was held on Wednesday, October 09, 2024 at 6:30 PM at
Library - 240 W. 13 Mile Rd.

CALL TO ORDER

at 6:30 pm by Acting Chair Scott.

ROLL CALL

PRESENT

Vice Chair Margene Scott
Council Representative Mark Bliss
Regina Juska-Svoba
Martha Kehoe
Jason Kowalski
Justin Suarez
Kevin Wright entered the meeting at 6:37 p.m.

EXCUSED

Chair Jennifer Ballantine
Treasurer Rebecca Chambliss
Martha Covert
Robert Koneske
Cheryl Suiter

ALSO PRESENT

Staff Liaison Vanessa Verdun-Morris

1. Motion to excuse members who gave notice of absence, but not those who didn't.

Motion made by Kehoe, Seconded by Council Representative Bliss. Passed
unanimously.

ADDITIONS/DELETIONS

Add New Program as agenda item 10 under New Business per Kehoe's request.

APPROVAL OF MINUTES

2. Motion to approve minutes of April 10, 2024.

Motion made by Council Representative Bliss, Seconded by Kehoe. Passed
unanimously.

MEETING OPEN TO THE PUBLIC

Coreen Lammi, Class of 1960, donated a cheerleader sweater and yearbook. She talked about being involved in athletics. She moved to Madison Heights from the Upper Peninsula. People in the past commented on her Yooper accent. Her first semester in high school was at the old high school and her second semester was at Madison High School (MHS), so she was in the first class at MHS. She thought the new school was beautiful, but it was hard to make a connection since one semester was so short a time. The school had opened halfway through the school year. Ms. Lammi had many fond memories of going to school in Madison Heights. She used to walk to school. She brought photos from grade school in Madison Heights, with the names written on the back. She was impressed by the Heritage Rooms set up.

Lindell Ross was a former councilman and lead the battle to maintain George W Suarez Friendship Woods. One of core support groups of the woods was Lamphere High. Even before he was on council, he knew there was a lot of support for keeping the Woods. He suggested the name of George W Suarez Friendship Woods to recognize both Mr. Suarez's contributions and all the people involved with saving the woods. When both were running for mayor, George Suarez had a stroke and Lindell was going through heart surgery when they ran into each other at a medical facility. When he was a councilman, Mr. Ross worked on a project to get rid of the incinerator in the city.

Pat Ross is thankful for the recommendation of council and the Historical Commission to name the Executive Council Room after her husband Lindell Ross. They live in condos adjacent to the George W Suarez Friendship Woods and deer will occasionally run by their condo.

WORK PLAN REVIEW

3. Historical Commission Work Plan 2024-2025. Finalize annual report for submission to City Council.

Experiencing Madison Heights opened up the Heritage Rooms and Madison Heights Honor Society students cleaned the rooms.

Naming Madison Heights recommendations were approved by council, and Lindell Ross Executive Conference Room will be named soon. They will contact Rich Clark's family about the dedication. Elva Mills dedication will occur after pavilion is constructed.

Digitizing Madison Heights subcommittee may use Microsoft 365 for online storage.

UNFINISHED BUSINESS

4. Heritage Rooms Hours and/or Volunteer Schedule, including opening volunteer opportunities to non-commission members.

Motion to open the Heritage Rooms 10 a.m.-12 p.m. on Saturday, November 16.

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

Motion to have volunteer opportunities open to non-commission members to work in the Heritage Rooms.

Motion made by Kehoe, Seconded by Suarez. Passed unanimously.

5. Review Park/Facility Naming Policy and send recommendations for updates to policy to Council.

Mark Bliss volunteered to update language with staff and bring back updated policy to Historical Commission at next meeting.

NEW BUSINESS

6. Historical Commission Work Plan 2025.

Motion to keep the work plan projects, benefits, and measure the same but merge "for its 70th Anniversary" with "Experiencing Madison Heights."

Motion made by Council Representative Bliss, Seconded by Suarez. Passed unanimously.

7. Authorize an annual amount to be spent on office supplies from the Historical Commission's escrow account.

Purchase any materials deemed necessary for the museum up to \$300 annually.

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

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

Current officers:

Chair: Jennifer Ballantine

Vice chair: Margene Scott

Secretary: Vanessa Verdun-Morris

Treasurer: Rebecca Chambliss

Motion to elect Margene Scott as Chair.

Motion made by Kehoe, Seconded by Council Representative Bliss. Passed unanimously.

Motion to elect Jennifer Ballantine as Vice Chair.

Motion made by Kehoe, Seconded by Wright. Passed unanimously.

Motion to elect Vanessa Verdun-Morris as Secretary.

Motion by Council Representative Bliss. Second by Kehoe. Passed unanimously.

Motion to elect Justin Suarez as Treasurer.

Motion by Wright. Seconded by Council Representative Bliss. Passed unanimously.

9. Set meeting dates for 2025.

Staff recommendation: January 8, April 9, October 8.

Motion to set dates as recommended.

Motion by Wright, Seconded by Kehoe.

10. New Program

Kehoe proposed advertising the Heritage Rooms, and Scott requested adding wheels to A-frame signs in basements. Kowalski suggested additional permanent signage.

Motion to create a subcommittee exploring Advertising including Council Representative Bliss, wright and Chair Scott. Motion by Council Representative Bliss, Seconded by Wright. Approved.

ANNOUNCEMENTS

Wright announced that visitor was scared in basement when it was dark and motion lights went on. Requested Verdun-Morris look into timers for the lights.

ADJOURNMENT

Adjourned at 8:47 pm by Acting Chair Scott.

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Historical Commission Work Plan 2025

Item 4.

Name of Project, Goal	Experiencing Madison Heights for its 70 th Anniversary	Naming Madison Heights	Digitizing Madison Heights
Benefit if completed	Improve the Heritage Rooms experience, including reenactments and school lessons	Bring awareness and recognition to founders and pioneers	Preserve history
Resources Needed	Advertising, Physical Space	Display	Money, Audio/Video Equipment
Committee	Ballantine, Wright, Scott	Bliss, Scott, Kehoe, Covert	Fleming, Bliss, Suiter
Measures of Success	Increase attendance in Heritage Rooms	Annually recognizing founders and notable people from the city	Increase digital copies of museum items
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. 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.

PARK/FACILITY NAMING POLICY

Amended by City Council: February 13, 2023

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: events, groups, culture or place.
- A person or group who significantly contributed to the acquisition or development of the park/facility.
- A person, deceased 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 services 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.