



CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
APRIL 08, 2026 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes from January 2026.

MEETING OPEN TO THE PUBLIC

WORK PLAN REVIEW

- [2.](#) Work Plan 2026
3. Digitization Report - Council Representative Mier, Council Alternate Fleming, Bliss, Suiter
4. Public Relations - Vice Chair Ballantine, Treasurer Suarez, Social Media Officer Wright
5. Documentation - Chair Scott, Kowalski, Seewald

REPORTS

6. Treasurer Report - Treasurer Suarez
7. Heritage Rooms - Chair Scott
8. Social Media - Social Media Officer Wright

UNFINISHED BUSINESS

9. T-shirt purchase - Bliss

NEW BUSINESS

10. Field trip to the Holocaust Museum - Council Alternate Fleming
11. Juneteenth Celebration: Saturday, June 20, 12 p.m. - 6 p.m. - Wright
12. Computer in Heritage Rooms - Verdun-Morris

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
January 14, 2026

A Historical Commission Meeting was held on Wednesday, January 14, 2026 at 6:30 PM at Library - 240 W. 13 Mile Rd.

CALL TO ORDER

at 6:30 pm by Chair Scott.

ROLL CALL

PRESENT

- Chair Margene Scott
- Vice Chair Jennifer Ballantine
- Treasurer Justin Suarez
- Social Media Officer Kevin Wright
- Council Representative Bill Mier
- Jason Kowalski
- Joel Seewald
- Cheryl Suiter
- Staff Liaison Vanessa Verdun-Morris

EXCUSED

- Mark Bliss
- Martha Covert
- Regina Juska-Svoba
- Kate Kapas
- Martha Kehoe

ABSENT

- Rebecca Chambliss

1. Excuse members who gave notice of absence.

Motion made by Council Representative Mier, Seconded by Vice Chair Ballantine.
Passed unanimously.

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

2. Approve minutes from October 2025.

Motion made by Suiter, Seconded by Vice Chair Ballantine. Passed unanimously.

MEETING OPEN TO THE PUBLIC

Zach Suiter requested the city stop blocking photopea.com on the historical computers.

REPORTS

3. Treasurer Report - Treasurer Suarez

Motion to accept Treasurer Report.

Motion made by Council Representative Mier, Seconded by Vice Chair Ballantine. Approved unanimously.

4. Heritage Rooms - Chair Scott

Chair Scott reported the Galaxy Drive-in Exhibit was well-received on December 13.

Council Representative Mier reported that a presentation was made by Wayne County Commissioner Ann Erickson-Gault and some commissioners were disappointed they didn't know ahead of time.

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

Treasurer Suarez reported that the only update is on the T-shirts which will be discussed later in meeting.

6. Oakland County Underground Railroad Exhibit for January & February 2026 - Verdun-Morris, Wright

Chair Scott reported the exhibit is on display in the library.

7. Harvest Festival Report - Vice Chair Ballantine, Covert

Ballantine reported that she and Kapas attended event and passed out candy to 50-75 people. They displayed the banner from the Heritage Rooms as promotion.

Verdun-Morris reported that Covert purchased the candy and donated it, rather than seek reimbursement.

Ballantine excused herself briefly from meeting at 7:20 p.m.

8. T-shirt purchase - Bliss

Council Representative Mier relayed that Bliss reported the online store has not yet been launched due to illness, but will be set up this month with plans to promote it on social media with Wright. T-shirts remain popular, and the first order has put us in the black with a good amount of stock still available.

Motion to allocate up to \$300 for restocking sold-out sizes.

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

Ballantine returned at 7:25 p.m.

9. Digitization Report - Council Alternate Fleming, Bliss, Suiter, Verdun-Morris

Suiter reported that the committee did not meet.

Verdun-Morris reported that she sent two emails to committee but did not receive responses.

Council Representative Mier volunteered for digitization committee.

Mier requested to add Social Media report to this agenda and future agendas.

10. Social Media Report - Wright

Wright provided written report with statistics, and Verdun-Morris reported a teacher request for a commissioner to visit Madison Elementary. Wright volunteered to reach out to teacher and schedule visit later in spring with Seewald.

WORK PLAN REVIEW

Nothing to review.

UNFINISHED BUSINESS

11. Work Plan 2026

Motion to create 2026 Work Plan as discussed.

Motion made by Treasurer Suarez, Seconded by Council Representative Mier. Passed unanimously.

Work Plan will include following projects:

Digitizing with goal to preserve history. Subcommittee: Council Alternate Fleming, Bliss, Suiter, Mier.

Public Relations with goal to increase exposure to Heritage Rooms and expanding social media presence. The next Heritage Rooms Open House is scheduled for March 28, 10 a.m. to 1 p.m. to coincide with the City's Egg Hunt. Subcommittee: Wright, Treasurer Suarez, Ballantine.

Documentation with goal to inventory collection, make Heritage Books content ADA accessible, and create new commissioner orientation packet. Subcommittee: Seewald, Chair Scott, Kowalski.

NEW BUSINESS

None.

ANNOUNCEMENTS

ADJOURNMENT

at 8:34 pm. by Chair Scott.

Historical Commission Work Plan 2026

Name of Project, Goal	Digitization	Public Relations	Documentation
Benefit if completed	Preserved history.	Increased exposure to the Heritage Rooms and expanded social media presence.	Inventoried collection, Heritage Book contents ADA accessible, and new commissioner packet.
Committee	Council Alternate Fleming, Bliss, Suiter, Council Representative Mier	Wright, Treasurer Suarez, Ballantine	Seewald, Chair Scott, Kowalski
Priority	1	2	3
January Update	Subcommittee carried over from previous work plan with addition of Council Representative Mier.	First quarterly Open House set for March 28, 10 am-1pm.	Chair Scott will assist with locating current documentation.
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.