



CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
OCTOBER 09, 2024 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. Motion to approve minutes of April 10, 2024.

MEETING OPEN TO THE PUBLIC

WORK PLAN REVIEW

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

UNFINISHED BUSINESS

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

NEW BUSINESS

6. Historical Commission Work Plan 2025.
7. Authorize an annual amount to be spent on office supplies from the Historical Commission's escrow account.
8. Elect Chair, Vice Chair, Secretary, and Treasurer.
Current officers:
Chair: Jennifer Ballantine
Vice chair: Margene Scott
Secretary: Vanessa Verdun-Morris
Treasurer: Rebecca Chambliss
9. Set meeting dates for 2025.
Staff recommendation: January 8, April 9, October 8.

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
April 10, 2024

A Historical Commission Meeting was held on Wednesday, April 10, 2024 at 6:30 PM at Library - 240 W. 13 Mile Rd.

CALL TO ORDER

Meeting called to order by Chair at 6:30 p.m.

ROLL CALL

PRESENT

Chair Jennifer Ballantine
Vice Chair Margene Scott
Treasurer Rebecca Chambliss
Council Representative Mark Bliss joined at 6:33 p.m.
Martha Kehoe
Robert Koneske
Jason Kowalski
Cheryl Suiter
Kevin Wright

ABSENT

Martha Covert
Regina Juska-Svoba
Justin Suarez

ALSO PRESENT

Council Alternate Sean Fleming
Staff Liaison Vanessa Verdun-Morris

ADDITIONS/DELETIONS

Scott requested "Windows in Schoolroom" be added to New Business.

APPROVAL OF MINUTES

- 1. Approve minutes of January 10, 2024.**

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

MEETING OPEN TO THE PUBLIC

Colton Chambliss expressed interested in joining the commission as an ex-officio Youth Representative.

REPORTS

- 2. Historical Commission Work Plan 2024-2025**

Experiencing Madison Heights: Ballantine and Bliss stated nothing to report except History of Music event on 4/15. Several commissioners will be volunteering at event.

Scott, Ballantine & Verdun-Morris reported janitorial will mop. Supplies have been provided for dusting. Chambliss looking into having National Honor Society students' dust.

Naming Madison Heights: Bliss reported places identified were the Soccer Complex as the Swanson Soccer Complex and Fields; the pavilion added to Rosie's Park after Elva Mills; and the Executive Conference Room in City Hall named after Lindell Ross. The subcommittee also recommends honoring Rich Clark with the Active Adult Center Billiards Room.

Digitizing Madison Heights: Fleming reported a need to meet at the historical room and start taking an inventory of all the photos we are going to digitalize. The photos need to be inventoried into a database and we will need a release for every photo that will be published online. Once complete, photo storage can move forward. If you are knowledgeable about the photos in the historical rooms, please let him know. Volunteers outside of commission will be needed to assist. Fleming & Bliss will discuss online storage options.

UNFINISHED BUSINESS

3. Follow-up on motion from October 11, 2023 that Experiencing Madison Heights subcommittee work with C&G news for an ongoing column.

Ballantine spoke with Andy Koslowski at C&G, which Bliss & Fleming followed-up on. Bliss will contact again with info about Heritage Rooms operating hours.

4. Follow-up on motion from January 10, 2024, to pursue Naming Madison Heights recommendation honoring Swanson, Ross, and Mills.

Add naming AAC Billiards room after Rich Clark to the existing recommendation that City Council name the Soccer Complex as the Swanson Soccer Complex and Fields; the pavilion added to Rosie's Park after Elva Mills; and the Executive Conference Room in City Hall be named after Lindell Ross.

Motion made by Vice Chair Scott, Seconded by Kehoe. Passed unanimously.

5. Heritage Rooms Hours and/or Volunteer Schedule

Buy pants and a head for an amount not to exceed \$50.

Motion made by Council Representative Bliss. Seconded by Vice Chair Scott. Passed unanimously.

Cheryl Suiter will make the purchase and submit receipts for reimbursement. Items will be used for museum display.

Have Experiencing Madison Heights Subcommittee open rooms on or around May 15 with a temporary operating schedule which will be reviewed at the next meeting.

Motion made by Vice Chair Scott. Seconded by Kehoe. Passed unanimously.

NEW BUSINESS

6. Windows in Schoolroom.

Suiter presented ideas of photos she would like place behind the school room windows.

ANNOUNCEMENTS

Scott announced she contacted Jim Myers's son, Randy, to return loaned items to the family.

Scott announced Martha Kehoe's birthday is today. Members of the commission wished Martha Kehoe happy birthday.

ADJOURNMENT

Meeting adjourned by Chair at 8:26 p.m.

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Historical Commission Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Resources Needed	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</i>	Increase attendance in Heritage Rooms	1	Scott reported they are hoping to do reenactments with scout groups.	Ballantine & Bliss stated nothing to report except History of Music event on 4/15. Several commissioners are volunteering at the event. Scott, Ballantine & Verdun-Morris reported on upkeep of rooms. Janitorial will mop. Supplies were provided for dusting. Chambliss is looking into National Honor Society students' dusting.	
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	Display <i>Subcommittee: Bliss, Scott, Kehoe, Covert</i>	Annually recognizing founders and notable people from the city	2	Bliss reported the committee suggests honoring Ed Swanson, Lindell Ross, and Elva Mills.	Bliss reported places identified were the Soccer Complex to be named after Ed Swanson; the pavilion added to Rosie's Park after Elva Mills; the Executive Conference Room in City Hall be named after Lindell Ross; and to honor Rich Clark with the Active Adult Center Billiards Room.	
Digitizing Madison Heights	Preserve history	Money, Audio/Video Equipment <i>Subcommittee: Fleming, Bliss, Suiter</i>	Increase digital copies of museum items	3	Fleming reported committee is reviewing copyright restrictions and will be requesting photographs from residents.	Fleming reported a need to meet at Heritage Rooms & begin inventory of photos to digitize. The photos need to be inventoried into a database with a release for every photo that will be published online. He requested that people who have knowledge of photos in the rooms contact him. Fleming & Bliss will discuss online storage options.	

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.

Ideas for Work Plan – J. Ballantine

- **Consider putting together a monthly or quarterly newsletter.**
- **Ask the seniors upstairs/ or long time residents of Madison Heights to share local history from their perspectives with us. (Ask members/ volunteers that are available to take on this task).**
- **Showcasing our rooms in the room in the library.**
- **Consider organizing re-enactments in the rooms (e.g., kitchen, schoolroom).**
- **Cataloguing artifacts project (Do we have software in our possession that we can use as well as a digital camera?).**
- **Tours of the rooms.**
- **Facebook page.**
- **Updated information flyer/ notice to put up at each department (if possible).**
- **Consider visiting neighboring historical museums for inspiration, networking opportunities, etc. (E.g., Royal Oak Historical Museum on Webster Rd.)**
- **Find out about former City of Madison Heights DPS people (names on plaque in DPS office).**
- **Plan an open house event.**