



CITY OF MADISON HEIGHTS

LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE RD.

**HUMAN RELATIONS AND EQUITY COMMITTEE MEETING
AGENDA**

NOVEMBER 20, 2025 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Minutes of October 16, 2025

MEETING OPEN TO THE PUBLIC

COUNCIL UPDATE

COMMITTEE UPDATES

2. Community Celebrations
 - a. Tree Lighting
 - b. Arts & Pride
- [3.](#) Lantern Festival 2026 Event Planner Proposal
4. Revin' in the Heights

UNFINISHED BUSINESS

- [5.](#) Work Plan Review 2025
6. Work Plan 2026

NEW BUSINESS

- [7.](#) 2026 Recognition Days and Months

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.

Human Relations and Equity Committee Meeting
Madison Heights, Michigan
October 16, 2025

A Human Relations and Equity Committee Meeting was held on Thursday, October 16, 2025 at 6:30 PM at Library - Breckenridge Room, 240 W. 13 Mile Rd.

CALL TO ORDER

Vice Chair Brown called the meeting to order at 6:37 pm.

ROLL CALL

PRESENT

Andrew Attard
Aaron Brown
Kate Kapas
Teresa Scott
Alec Yu (arrived 7:03 pm)
Council Representative Quinn Wright
Also present, Rae Stoloff, Staff Liaison.

EXCUSED ABSENT

Tanner Langdon
Ashley Strunk
Council Representative Alternate Emily Rohrbach

ABSENT

Rebecca Chambliss
Student Delegate (Madison) Colton Chambliss

APPROVAL OF MINUTES

1. Minutes of September 18, 2025

Council Representative Wright made the motion to approve the minutes of September 18, 2025, Seconded by Kapas. Motion passed unanimously.

MEETING OPEN TO THE PUBLIC

No one present wishing to speak.

COMMITTEE UPDATES

2. Adaptive Programs

Adaptive game night November 12, 2025 at 6 pm for youth 15 and under.

Next one in February 2025 for adults and teens 16 and up.

3. Revin' in the Heights

Next Revin' in the Heights planned for September 19, 2026. Aim to have maps and clear signage for vendors.

WORK PLAN REVIEW 2025

4. Reviewed. Discussed ways to improve events in 2026.

UNFINISHED BUSINESS

5. Tree Lighting November 24

Yu, Attard, and Scott will work the Tree Lighting table on November 24.

NEW BUSINESS

6. Social Media Content

HREC will post for Veteran's Day and Thanksgiving.

7. Work Plan 2026

Discussed priorities, no action taken.

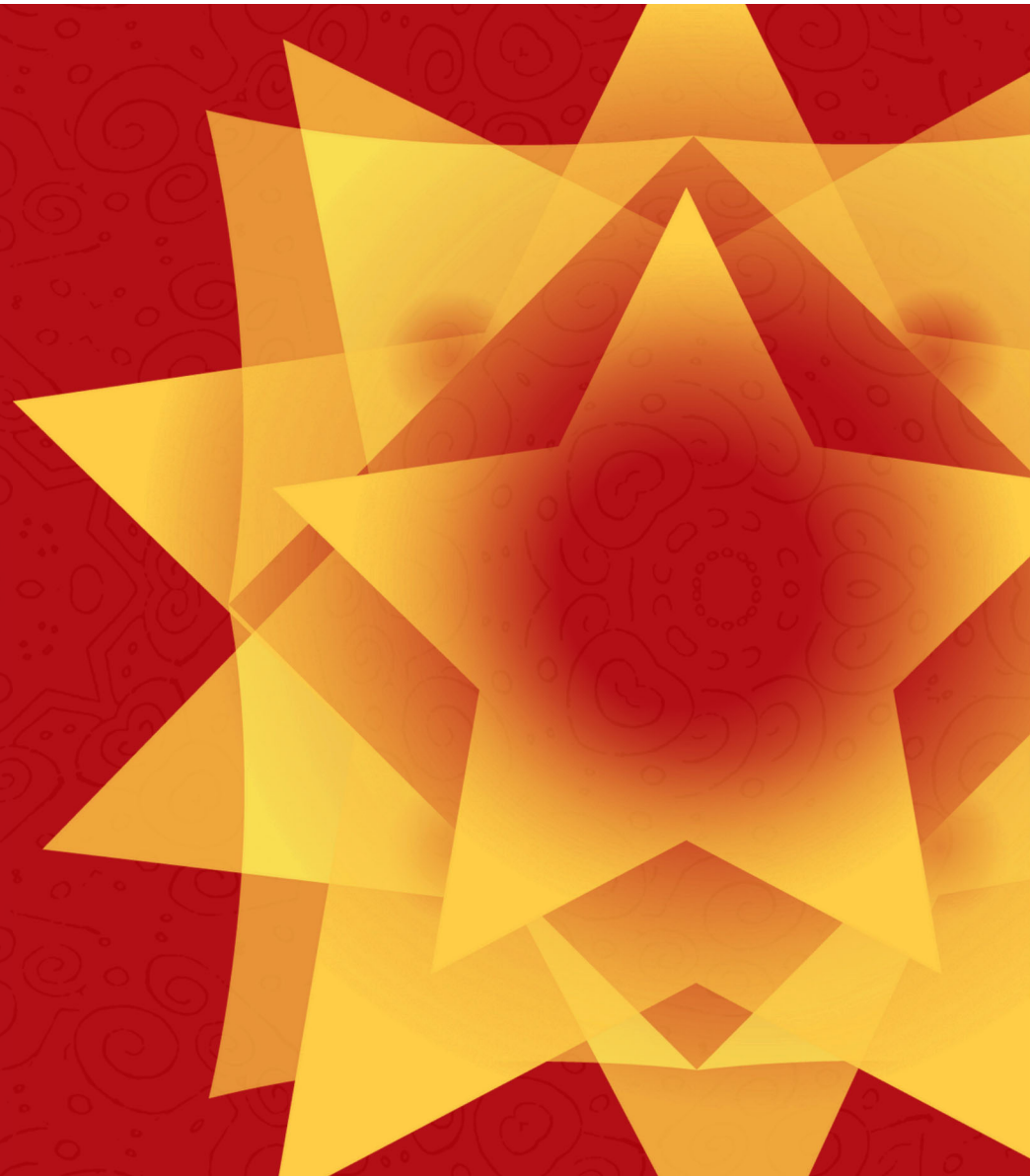
ADJOURNMENT

Meeting was adjourned at 7:55 pm.



LANTERN FESTIVAL

PROPOSAL BY:
SAM EVENT MANAGEMENT



WELCOME

The Lantern Festival will highlight Madison Height's diverse Asian businesses and offer them the opportunity to participate in this community celebration.

CONCEPT OUTLINE

01 Cultural Performances

02 Interactive Workshops

03 Culinary Offerings

04 Lantern Making



CULTURAL PERFORMANCES

Using the Civic Center Ampitheater, dance groups, cultural performances, music groups + more will perform.

POTENTIAL GROUPS COULD INCLUDE:



Michigan Lion Dance



Great Lakes Taiko



Revolution Chinese Yoyo

INTERACTIVE WORKSHOPS

Interactive workshops will give guests the opportunity to learn new skills + Art forms

POTENTIAL WORKSHOPS COULD INCLUDE:



Dance



Traditional Crafts



Calligraphy

CULINARY OFFERINGS

Guests can enjoy a variety of Asian food from Madison Heights restaurants, grocers and vendors.



LANTERN MAKING

Prior to the event, guests will be invited to lantern making workshops or to purchase lantern kits to make at home. These lanterns will then be brought to the event to be displayed in a chosen location.



Lantern Workshops



Lantern Kits



Community
Lantern Display

PHASE ONE: RESEARCH

Research Phase to include:

- Assemble stakeholders including government officials, business owners and community leaders to discuss festival plans
- Determine what financial commitments are available and, from there, develop a budget for the festival
- Develop potential layouts for festival
- Select dates for festival
- Determine available assets for potential sponsorships and partnerships

PHASE TWO: MOVING EVENT FORWARD

Once the Phase One is completed, SAM Event Management Services

- Development of New Festival Event for Madison Heights to include event program and proposed layout based on approved budget
- Development and management of event budget
- Provide Community relations and outreach to partners
- Government relations strategy and outreach to State, County and City
- Stakeholder (Chamber, Downtown Business Organizations etc.) collaboration and partnership development
- Marketing Plan to include TV, radio and print media partnerships
- Public Relations strategy
- Writing of commercial spots, press releases, and develop remarks for press conferences
- Development and management of website
- Festival restaurant coordination
- Festival beverage coordination
- Local and national entertainment booking and management
- Festival program development and implementation

PHASE TWO: CONTINUED

SAM Event Management Services Cont'd

- Festival Operations (to include below)
 - Procurement and management of all festival vendors
 - All advance work and arrangements with security, medical personnel and local law enforcement.
 - All advance work and arrangements with maintenance and clean up during the event.
 - All advance work and arrangement with electrical requirements.
 - All advance work and arrangements related to staging and concert production, including but not limited to staging, sound and lights as needed
 - Organization and presentation of festival signage related to way finding, festival branding and sponsorship recognition.
 - Communication between SAM and all stakeholders
 - Create update and distribute the following items: Production schedule, venue map, contact list, parking plan, security plan, emergency plan and weather contingency plan.
 - Festival settlement.

SAM EVENT MANAGEMENT FEES

Research Phase: \$3500

Event Implementation: TBD based on final approved budget, usually about 20% of budget

Please note, a final determination for services cannot until the full scope of the event and budget is determined. Above figures are an estimate at this time.

ABOUT SAM EVENT MANAGEMENT

SAM Event Management has been producing festivals and community events for 20 years, including events such as:

- Dragon on the Lake in Lake Orion (dragononthelake.com)
- Royal Oak Holidays, a 5-weekend holiday celebration in Royal Oak (royaloakholidays.com)
- Royal Oak Restaurant Week, Wine Stroll, Beer Stroll and many more for the Royal Oak Restaurant Association
- FoolMoon and FestiFools in Ann Arbor
- Part of the Executive Team from 2010 - 2021 for Jon Witz & Associates, helping to execute Arts, Beats & Eats, River Days, Winter Blast and many more
- Royal Oak Holiday Magic Parade, Spooktacular and more for the Royal Oak Downtown Development Authority

THANK YOU

Stephanie McIntyre

810.772.6603

steph@sameventproductions.com

sameventproductions.com



**MADISON HEIGHTS HUMAN RELATIONS AND EQUITY COMMISSION
2025 WORK PLAN**

Item 5.

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Revin' in the Heights	Cross-cultural engagement & appreciation.	September 13, 2025 (inclement weather date TBD).	Subcommittee, fundraising, trailer, tents, chairs, tables.	Attendance and meaningful community engagement.	High
Accessibility	Improved quality of life for disabled community members.	End of Year	Subcommittee	Meaningful community engagement.	Medium
Food insecurity	Address food insecurity.	End of Year	Subcommittee	Identified and made an impact on food security.	Medium
Cultural Celebrations	Participation in cultural celebrations, including but not limited to, Juneteenth and Pride Month.	End of Year	Subcommittee	Community participation.	Medium
Book Club	Increase exposure to different viewpoints and cultures to individuals in Madison Heights and beyond.	End of Year	Coordinate with Library Coordinator	Continue to see interest in the book club book based on circulation and attendance.	Medium

DRAFT 2026 Recognition Days and Months – Madison Heights HREC

January

January 1 New Year's Day
January 19 MLK Jr Day
January 27 Holocaust Remembrance Day

February

Black History Month
February 17 Lunar New Year
February 17 – March 19 Ramadan

March

Women's History Month
March 2-3 Purim
March 4 Holi
March 19-20 Eid-al-fitr
March 31 Trans Day of Visibility

April

National Arab American Heritage Month
April 2 World Autism Day
April 1-9 Passover
April 5 Easter
April 12 Orthodox Easter

May

Mental Health Awareness Month
Jewish Heritage Month
Asian and Pacific Islander Month
May 5 Cinco de Mayo
May 25 Memorial Day
May 26-27 Eid-al-adha

June

Pride Month
June 19 Juneteenth

July

Disability Pride Month
July 4 Independence Day

August

Wellness Month
Black Business Owners Month
August 9 International Day of the Worlds' Indigenous People
August 26 Women's Equality Day

September

Hispanic Heritage Month
Suicide Prevention Awareness Month
September 7 Labor Day
9/11
September 11-13 Rosh Hashanah
September 20-21 Yom Kippur
September 25 Michigan Indian Day

October

October 13 Indigenous People's Day

November

Native American Heritage Month
November 1-2 Day of the Dead
November 8 Diwali
November 11 Veteran's Day
November 13 World Kindness Day
November 20 Trans Day of Remembrance

December

Hanukkah December 4-12
Christmas December 25
Kwanzaa December 26 – January 1
New Year's Eve December 31