



**CITY OF MADISON HEIGHTS
LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE RD.
HISTORICAL COMMISSION MEETING AGENDA
OCTOBER 11, 2023 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

MEETING OPEN TO THE PUBLIC

WORK PLAN REVIEW

UNFINISHED BUSINESS

- [1.](#) Historical Commission Work Plan 2023
- [2.](#) Historical Commission Work Plan 2024-2025
- [3.](#) Heritage Rooms Hours and/or Volunteer Schedule

NEW BUSINESS

4. Meeting dates for 2024: January 10, April 10, October 9.
5. Memorial request: Ronald Binienda: January 24, 1939 – April 21, 2023; US Army: May 1962 to May 1964

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 Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Six months after Heritage Rooms restoration completion	Advertising, Physical Space	Increased attendance in Heritage Rooms	1
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	When the library reopens, in March 2023, with updates ongoing	Library Display	Wall in the library displaying landmarks and history of names, and a visual and digital presence	2
Digitizing Madison Heights	Preserve history	2024, with updates ongoing	Money for services, Audio and Video Recording Equipment	Digital copy of museum items	3

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. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- 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 draft 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.

Historical Commission Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Resources Needed (staff support, subcommittee, fundraising)	2024 Measure of Success	2025 Measure of Success	Priority	Subcommittee Update January 2024	Subcommittee Update April 2024	Subcommittee Update October 2024
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Advertising, Physical Space			1			
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	Library Display			2			
Digitizing Madison Heights	Preserve history	Money, Audio/Video Equipment			3			

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.

Date	Full Shift	First Half		Second Half	
	3pm - 7pm	3pm - 5pm (#1)	3pm - 5pm (#2)	5pm-7pm (#1)	5pm-7pm (#2)
Tue, Oct 17, 2023					
Tue, Nov 07, 2023					
Tue, Nov 21, 2023					
Tue, Dec 05, 2023					
Tue, Dec 19, 2023					
Mon, Jan 02, 2023					
Mon, Jan 16, 2023					