

Historical Commission Work Plan 2025

| 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 | Council Representative Bliss reported no update from committee aside from proposal for The Moments that Made Madison Heights with monthly presentations at a council meeting for March - December. | Council Representative Bliss reported committee still getting through names from last year. Chair Scott reported naming of Ross Executive Room was well-attended. | No 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.