

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	Council Alternate Bliss reported via email to commission that subcommittees did not meet formally, but many ideas for the "Moments that Made Us" were discussed at the Open House.	No update.	Staff Liaison Verdun-Morris reported that Council Alternate Fleming requested the Commission seek a Request for Proposal for scanning documents in the Heritage Rooms. Motion was made and passed.
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.