



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnegie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

**Fraser Historical Commission
Historical Depot
18577 Masonic, Fraser, MI 48026
Monday, April 3, 2023 @ 7:00 p.m.**

1. Call to Order
2. Pledge to Flag
3. Approval of Agenda
4. Approval of Minutes – March 13, 2023
5. Liaison Report
6. Unfinished Business
 - a. Discussion of Ordinance
 - b.
7. New Business
 - a.
8. Commission Reports
9. Adjourn

POSTED: 3/29/23

Fraser Historical Commission

Meeting Minutes - Monday, March 13, 2023 @ 7:00pm

Present: Marilyn Wright, Jim Chamberlin, Karen Hodges, Nancy Ehrke, Tom Iwanicki;
Members-at-Large: Curtis Rice; **Liaison:** Cindi Greenia;

Excused Absences: Denise Wojciechowski, Members-at-Large: Kathy Pirtle, Dori Guoin

- 1) **Call to order:** 7:00pm by Marilyn
- 2) **Pledge to the Flag**
- 3) **Approve Agenda:** On a motion by Karen, seconded by Nancy; Motion carried;
- 4) **Approve Minutes:** On a motion by Nancy, seconded by Tom; Motion carried;
- 5) **Liaison Report:** Regarding the damage to the Museum, Per, Cindi, the city has not received the final damage report from the insurance company. City will be paying the \$10,000 deductible and will be putting together a budget going forward. Marilyn requested Cindi ask the city manager for approval for us to bring in/hire someone to do the floors in the depot and to assist with cleaning in the museum after repairs are completed. Cindi is waiting for approval of the photos for historical markers.
- 6) **Unfinished Business**
 - a) **Discussion of Ordinance:** Since Elaine could not make this meeting, the Commission agreed to table this discussion until our next meeting in April.
- 7) **New Business:**
 - a) **New Member:** With the passing of Harry, Cindi asked the Commission to bring new member application to city asap.
- 8) **Commissioner Reports:**
 - ***Marilynn** - March open house, there was not a lot of visitors. Donations \$34.35;
 - ***Jim** - Suggested when we are finishing sealing the outhouse, to be sure to ask the DPW to make sure the corners on the metal roof are rounded for safety. Jim is monitoring and filling the humidifiers and still concerned about the batteries in the thermostat. There have been a few comments regarding the length of the newsletter. Jim will remove the 1900th century living portion.
 - ***Karen** - Let Commissioners know that her and Sharon are planning on staining/sealing the outhouse this summer. Karen passed around the color chart and Commissioners agreed to submit to the city the materials needed for this project and they will purchase and deliver them to the site. Karen will talk to Sharon and get the list to Cindi. Karen attended the Society meeting and they have offered to take on the airport picture framing. Commissioners agreed that is a wonderful help and it was suggested we review the photos at the next meeting to determine which photos need to be framed.
 - ***Nancy** - Sent 448 ENewsletters (she added Harry's brother to the list). In talking with Harry's brother, she learned Harry's memorial is May 25 @ 10am at the Holly Veteran's Cemetery. Additionally, Harry's brother did not locate the keys for the museum/depot/barn/chairperson office.
 - ***Tom** - Announced we will be getting an arbor for the garden this year! He has asked the CTE about the arbor and the Fraser HS CAD students are working on the design.
 - ***Curtis** - Also mentioned his concern about the batteries in the thermostats in the Museum.
 - ***Cindi** - Nothing to add;

9) **Adjourned** at 8:00 pm on a motion by Karen, seconded by Tom; Motion Carried

Next Meeting: Monday, April 3rd @ 7 pm

Depot Easter Sale - Sunday, April 2nd @ 1-4 pm

Respectfully Submitted, Karen Hodges, Recording Secretary

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC USED
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
Dept 803 - HISTORICAL COMMISSION										
101-803-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,260.00		0.00		0.00		1,260.00		0.00
101-803-712.000	OVERTIME	0.00		0.00		0.00		0.00		0.00
101-803-713.000	FICA	100.00		0.00		0.00		100.00		0.00
101-803-714.000	MEDICARE	25.00		0.00		0.00		25.00		0.00
101-803-742.000	OPERATING SUPPLIES	500.00		641.97		0.00		(141.97)		128.39
101-803-930.000	REPAIRS AND MAINTENANCE	2,500.00		919.16		0.00		1,580.84		36.77
Total Dept 803 - HISTORICAL COMMISSION		4,385.00		1,561.13		0.00		2,823.87		35.60
TOTAL EXPENDITURES		4,385.00		1,561.13		0.00		2,823.87		35.60
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		0.00		0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		4,385.00		1,561.13		0.00		2,823.87		35.60
NET OF REVENUES & EXPENDITURES		(4,385.00)		(1,561.13)		0.00		(2,823.87)		35.60

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
03/01/2023			101-803-001.000 CASH		BEG. BALANCE		0.00
03/31/2023			101-803-001.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-702.000 ELECTED/APPOINTED OFFICIALS PA		BEG. BALANCE		0.00
03/31/2023			101-803-702.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		0.00
03/31/2023			101-803-704.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-712.000 OVERTIME		BEG. BALANCE		0.00
03/31/2023			101-803-712.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-713.000 FICA		BEG. BALANCE		0.00
03/31/2023			101-803-713.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-714.000 MEDICARE		BEG. BALANCE		0.00
03/31/2023			101-803-714.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
03/31/2023			101-803-718.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-719.000 FOOD ALLOWANCE		BEG. BALANCE		0.00
03/31/2023			101-803-719.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-724.100 HEALTH INSURANCE PREMIUMS (EMP		BEG. BALANCE		0.00
03/31/2023			101-803-724.100	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-742.000 OPERATING SUPPLIES		BEG. BALANCE		641.97
03/31/2023			101-803-742.000	END BALANCE	0.00	0.00	641.97
03/01/2023			101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS		BEG. BALANCE		0.00
03/31/2023			101-803-791.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI		BEG. BALANCE		0.00
03/31/2023			101-803-801.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-850.000 COMMUNICATIONS (PHONE AND CELL		BEG. BALANCE		0.00
03/31/2023			101-803-850.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-900.000 PHOTOGRAPHY		BEG. BALANCE		0.00
03/31/2023			101-803-900.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-930.000 REPAIRS AND MAINTENANCE		BEG. BALANCE		919.16
03/31/2023			101-803-930.000	END BALANCE	0.00	0.00	919.16
03/01/2023			101-803-960.000 MISCELLANEOUS		BEG. BALANCE		0.00
03/31/2023			101-803-960.000	END BALANCE	0.00	0.00	0.00
03/01/2023			101-803-972.000 CAPITAL OUTLAY		BEG. BALANCE		0.00
03/31/2023			101-803-972.000	END BALANCE	0.00	0.00	0.00

User: CITYCLERK
DB: Fraser

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	BEG. BALANCE		ACTIVITY FOR		YEAR-TO-DATE		END BALANCE	
		2022-23	07/01/2022	NORTH 03/31/2023	THRU 03/31/23	THRU 03/31/23	03/31/2023		
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)			

Fund 101 -- GENERAL FUND									
Expenditures									
101-803-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,260.00			0.00		0.00		0.00
101-803-712.000	OVERTIME	0.00			0.00		0.00		0.00
101-803-713.000	FICA	100.00			0.00		0.00		0.00
101-803-714.000	MEDICARE	25.00			0.00		0.00		0.00
101-803-742.000	OPERATING SUPPLIES	500.00			0.00		641.97		641.97
101-803-930.000	REPAIRS AND MAINTENANCE	2,500.00			0.00		919.16		919.16

TOTAL EXPENDITURES		4,385.00			0.00		1,561.13		1,561.13	
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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BEG. BALANCE 07/01/2022	ACTIVITY FOR MONTH 03/31/2023	YEAR-TO-DATE THRU 03/31/23	END BALANCE 03/31/2023
Fund 101 - GENERAL FUND						
Liabilities						
101-000-379.000	FUND BALANCE - RESTRICTED - HISTORICAL		19,630.43	0.00	2,371.69	22,002.12
TOTAL LIABILITIES			19,630.43	0.00	2,371.69	22,002.12



City of Fraser

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MAYOR
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COUNCIL
Amy Baranski
Kathy Blanke
Suzanne Kalka
Patrick O'Dell
Dana Sutherland

To: Historical Commission

Date: 3/29/23

From: City Clerk Greenia

Re: Liaison Report for March 2023

It has been a quiet month from my end with Historical Commission tasks. Following are a few items of note:

- 1) City Manager Leven should be available for discussion on the proposed Ordinance at the April 3, 2023 meeting; I have included a copy of the Ordinance to make sure that you all have one for this purpose.
- 2) I sent the photos of the museums roof to the State and finally connected with my contact. She needs a picture of the marker which I will take before the meeting on Monday night and get over to her on Tuesday. I believe we should be all set.
- 3) On March 21 I emailed Marilyn and Karen regarding getting me a list of materials needed for the outhouse so that I could purchase those through the City and have DPW drop them off to you. I feel that perhaps they will have that list for me at the meeting.
- 4) As the next regularly scheduled meeting is for May 1, 2023 and that is the day before an election, I will not be available that night.

Looking forward to seeing all of you Monday. Thank you - C

CITY OF FRASER
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. ____
AN ORDINANCE TO ESTABLISH
THE CITY OF FRASER HISTORICAL COMMISSION

THE CITY OF FRASER ORDAINS:

Section 1. Division 4 of Chapter 2 of the Fraser City Code shall be added to read as follows:

DIVISION 4. – HISTORICAL COMMISSION

Sec. 2-81 – Established.

The City of Fraser Historical Commission is hereby established by ordinance. The Historical Commission in existence at the time of adoption shall become the City of Fraser Historical Commission, subject to the provisions set forth in this Division.

State Law Reference—Authority to create, MCL 399.172

Drafter’s Note: City Administration can find no records supporting the creation of the current Historical Commission. Neither the website, nor the Commission’s Bylaws, reference a “creation ordinance” or a “creation resolution.” Therefore, this new division of Chapter 2 of the City Code will formally create the Commission and specifically authorize the existing Commission to serve as the first formal Historical Commission under the new ordinance.

Sec. 2-82 – Composition; Appointment and Qualifications of Members.

The City of Fraser Historical Commission shall consist of seven (7) members to be appointed by the City Council. No person shall be eligible for appointment who has not been a registered elector of the city continuously for at least two years immediately preceding his or her appointment.

Drafter’s Note: The current Commission consists of 11 members. It only has 8 members appointed, and it has 3 vacant seats. For consistency with the City’s other boards and commissions (ZBA, Planning), City Administration is proposing a 7-member Commission, with the 8th member being phased out upon expiration of his or her term on June 30, 2023 unless a member resigns or is removed earlier.

Sec. 2-83 – Terms of Members.

(A) Members of the City of Fraser Historical Commission shall hold office for terms of four years with terms beginning on July 1st of the year appointed. Initial appointments shall be for four years (two members), three years (two members), two years (two members), and one year (one member), so that terms remain staggered. Members may be reappointed to the Commission for consecutive terms, or the City Council may appoint a new member to succeed a member when that member's term expires.

(B) Each member's service shall end, and a vacancy shall exist, upon the occurrence of any of the following:

- (1) Written resignation of the member, effective upon acceptance by the City Council;
- (2) Change of residency to a location outside of the city;
- (3) Unexcused absences from three regular meetings in a one year period beginning July 1;
- (4) Absence from six regular meetings in a one year period beginning July 1;
- (5) Suspension by the City Manager pending a recommendation for removal to City Council;
- (6) Removal of the member by the City Council for misconduct, nonperformance of duty, and/or behavior that jeopardized/jeopardizes the safety, credibility, or integrity of, or the orderly conducting of business by, the Commission or any of its members, either directly or indirectly; or
- (7) Removal in accordance with the City Charter or City Code.

(C) Members shall continue to hold their offices until their successors are duly appointed and qualified.

Drafter's Note: The proposed staggering is consistent with current practice for the Commission. When the ordinance becomes effective, the Commission will have two terms expiring in 2023 (one of those positions would then be eliminated), two terms expiring in 2024, three terms expiring in 2025 (one of those positions will need to be altered or eliminated), and two terms expiring in 2026.

This section also specifies how vacancies might occur. Further, it allows for members to remain on the Commission until a successor is appointed.

Sec. 2-84 – Election of Officers.

(A) The City of Fraser Historical Commission shall elect a chairperson, vice-chairperson, and secretary each year at its first meeting on or after July 1st to serve as its officers, although the elections may be postponed in the event all of the members appointed and serving are not in attendance and those who are absent have been excused. Officers will continue in their respective officer positions until their successors are elected.

Drafter's Note: This section specifies the "officer positions" for the Commission, and allows for postponement of the elections if all members are not in attendance to participate.

Sec. 2-85 – Meetings; Rules of Procedure.

(A) The City of Fraser Historical Commission shall hold at least one regular meeting in each quarter of the year. Each meeting will be held at Fraser City Hall unless an alternative location is designated by City Council or the City Manager due to emergencies, construction, or other conditions that warrant relocating the meeting.

(B) The City of Fraser Historical Commission shall adopt its own rules of procedure and shall keep a record of its proceedings in the form of minutes, which shall be kept as required by the Open Meetings Act and will be retained as a public record and property of the City.

(C) The meetings of the City of Fraser Historical Commission shall be held in accordance with the requirements of the Open Meetings Act, and the time and place for each meeting shall be determined and posted in accordance with the Open Meetings Act prior to the beginning of the calendar year during which the meetings will be held.

Drafter's Note: This section specifies that the Commission must hold at least one meeting every quarter. The Commission can meet more often, but the minimum is important for ensuring that the Commission does not become dormant in the future. Because the Commission is an official City entity, and because residents should have consistency in official meeting locations, Commission meetings will be held at Fraser City Hall unless an alternative location is pre-authorized. This consistency also allows for the annual publication of the Commission's meeting schedule, as required by the Open Meetings Act (identifying the dates, times, and places of the Commission's regular meetings for the upcoming year).

Sec. 2-86 – Functions.

The functions of the City of Fraser Historical Commission shall be to promote historical preservation; build strong local preservation through education, training, and advocacy for historic landmarks and districts; and to foster civic appreciation for the residents of the City of Fraser and its visitors.

Drafter's Note: Most similar ordinances set forth the functions and purposes of a board or commission like this one.

Sec. 2-87 – Powers and Duties.

The powers and duties of the City of Fraser Historical Commission shall be limited to the following unless otherwise approved by the City Council:

(A) To discover and present recommendations to City Council that designate historic buildings, sites, landmarks, and areas within the City which have a particular historical significance.

(B) To maintain a roster of historical sites, buildings, and landmarks within the City of Fraser that the City of Fraser Historical Commission determines to have historical significance.

(C) To render advice and guidance with respect to any proposed work to a property within the jurisdiction of this Division and to promote historical consciousness through educational programs and events.

(D) To recommend policy to City Council with regard to the collection, cataloging, and preservation of appropriate historical material including books, pamphlets, maps, charts, photographs, manuscripts, papers, records and archives, paintings, statuary, and other objects and materials related to the history of the City of Fraser;

(E) To recommend to the City Manager the collection from the public offices in the City of Fraser of any records, files, documents, books, and papers which, in the opinion of the Commission, are of historical value, and direct the storage and preservation of any such items collected.

(F) With the approval of City Council and in the name of the city, to acquire, take and hold, by purchase, gift, devise, bequest, or otherwise, such real property as may be proper for carrying out the objects and functions for which it is established, and any real property received in trust shall be received by the city's treasurer/finance director.

(G) To accept donations of money, historical materials, or other personal property as it deems proper for carrying out the objects and functions for which it is established. Any monies received shall be turned over to the city's treasurer/finance director for deposit into the Historical Commission Fund.

(H) To submit an annual statement of actual income and expenses to City Council, which shall be included within an annual report to be provided to City Council that identifies the activities, accomplishments, initiatives, and other information about the City of Fraser Historical Commission's undertakings and operations during the previous year(s) and its future goals.

(I) It shall be the duty of the City of Fraser Historical Commission to review plans forwarded to it by the city's building and planning departments for renovations to historic and potentially historic sites and structures, giving consideration to:

- a. The historical or architectural value and significance of the site and/or structure and their relationship to the historic value of the surrounding area;
- b. The relationship of the site and/or structure to other structures and to the surrounding area;
- c. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used; and
- d. Any other factor, including aesthetic, which it deems pertinent.

Drafter's Note: Most similar ordinances set forth the powers and authority of a board or commission like this one.

Sec. 2-88 – Compensation.

Members of the City of Fraser Historical Commission may be compensated if such compensation is set by City Council in an appropriations ordinance or duly adopted resolution.

Drafter's Note: Rather than require this ordinance to be changed by City Council whenever the compensation question arises, that issue is best left to the City Council's annual budgeting process.

Section 2. Sections 2-89 through 2-90 are reserved.

Section 3. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

Section 4. This ordinance shall take effect ten (10) days after publication of a notice of adoption of the ordinance.

This ordinance was introduced at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2022, and was duly adopted at a _____ meeting of the City Council of the City of Fraser on the _____ day of _____, 2022.

MICHAEL CARNAGIE, Mayor

CYNTHIA GREENIA, City Clerk

CERTIFICATION

I, Cynthia Greenia, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its _____ meeting on Thursday, _____, 2022.

CYNTHIA GREENIA, CITY CLERK

PUBLICATION DATE:

Monday, _____, 2022

Macomb Daily

CITY OF FRASER

ORDINANCE NO: _____

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that creates Division 4 of Chapter 2 of the Fraser City Code of Ordinances to establish a Historical Commission. The ordinance shall be effective ten (10) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.