



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
City Council Chambers
18577 Masonic, Fraser, MI 48026
Monday, February 6, 2023 @ 7:00 p.m.**

1. Call to Order
2. Pledge to Flag
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes – December 5, 2022
6. Liaison Report
7. Unfinished Business
 - a. Christmas ½ Price Sale
 - b. Ordinance Review
8. New Business
 - a. March Open House
9. Commission Reports
10. Adjourn



City of Fraser

CENTENNIAL COMMUNITY

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FRASER HISTORICAL COMMISSION MEETING MINUTES HISTORICAL DEPOT 18577 MASONIC, FRASER, MICHIGAN 48026 MONDAY, DECEMBER 5, 2022 @ 7:00 P.M. DRAFT

A meeting of the City of Fraser Historical Commission was held on Monday, December 5, 2022 at 7:00 p.m. in the Historical Depot, 18577 Masonic, Fraser, MI 48026.

1. CALL TO ORDER

Chairman Wright called the meeting to order at 7:05 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Wright led the Pledge of Allegiance.

ROLL CALL OF HISTORICAL COMMISSION MEMBERS

Present: James Chamberlain, Nancy Ehrke, Tom Iwanicki, Marilynn Wright
Absent (Excused) Karen Hodges, Harry Hodgson
Absent (Not-Excused): Denise Wojciechowski
Members at Large: Kathy Pirtle, Dori Guoin

Others: City Clerk Greenia

3. APPROVAL OF AGENDA

Motion by Iwanicki supported by Chamberlain to approve the Agenda for the December 5, 2022 meeting of the City of Fraser Historical Commission as presented.

AYES: Chamberlain, Ehrke, Iwanicki, Wright
NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

Motion by Iwanicki supported by Ehrke to approve the minutes of the November 7, 2022 Meeting of the City of Fraser Historical Commission as presented.

AYES: Chamberlain, Ehrke, Iwanicki, Wright
NAYS: None

Motion Carried

FRASER HISTORICAL COMMISSION MINUTES
DECEMBER 5, 2022

5. LIAISON REPORT

City Clerk Greenia discussed the meeting dates for 2023. The Historical Commission went over each month's and made a couple of changes. Cindi stated she would get this notice in the paper for the Commission and on the TV and website.

Discussion was had on the new roof. Clerk Greenia noted she had forwarded what she had hoped would be the necessary information to the State of Michigan to continue to keep the Baumgartner House a historical site. Her contact at the DNR was not going to be in until December 12 of 2022 and she would know more than.

It was noted that the company that put the new roof on left a crow bar at the site and Cindi said she would contact them about coming to pick it up.

6. UNFINISHED BUSINESS

a. December Open House

Chairman Wright reviewed that earlier today she deposited \$364.25 at City Hall into the Commission's bank account. She felt this was a very good year for them.

There were not as many people there as they had hoped. There were no decorations put up at the museum. Christmas stockings were taken off the table in the depot and no one seems to know where they went.

b. Ordinance

Clerk Greenia noted that she had spoken to Dori Guoin earlier in the day regarding the proposed Ordinance for the Historical Commission. A history of the Commission was given by Dori Guoin and comments from all Commission members were heard.

Cindi stated she was fairly certain somehow it could be noted in the Ordinance that the group itself started meeting in 1980, even though they were not an "official" group belonging to the City. Concerns were noted regarding meeting at City Hall, the number of commissioners on the commission, the group was concerned about losing their autonomy, they had issues in the past with accounting of monies. Cindi addressed the concerns that she could.

It was agreed that Chairman Wright and Secretary Hodges would contact City Manager Leven to discuss the Ordinance.

7. NEW BUSINESS

a. Half Price Sale

Chairman Wright said she would need some help preparing for the sale. Commissioners Chamberlain and Ehrke volunteered to help.

FRASER HISTORICAL COMMISSION MINUTES
DECEMBER 5, 2022

b. Pack-Up Christmas Resale

Chairman Wright stated she would need help with this as well. Commissioner Ehrke was going to help with this. Commissioner Chamberlain would help by taking the items to the barn.

b. Take Down Christmas Decorations

Since the museum did not get decorated that was not an issue. Commissioner Chamberlain had decorated the porch and agreed to take those decorations down after Christmas.

8. COMMISSION REPORTS

Chairman Wright stated that as of today the Commission had raised \$3,315.94 and deposited it into their account.

Commissioner Chamberlain was going to fix the candles in the window of the Baumgartner House.

Commissioner Iwanicki had nothing at this time.

Liaison Greenia had nothing to add.

Commissioner Ehrke had nothing at this time.

Commissioner At-Large Guoin reviewed some additional concerns with the proposed ordinance.

9. ADJOURNMENT

Motion by Iwanicki supported by Ehrke to adjourn the meeting at 8:12 p.m.

AYES: Chamberlain, Ehrke, Iwanicki, Wright

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT USED
		AMENDED BDDT	12/31/2022 NORMAL (ABNORMAL)	MONTH 12/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
101-803-702.000	SALARIES (HISTORICAL COMMISSION)	1,260.00	0.00	0.00	1,260.00	0.00
101-803-704.000	WAGES - FULL TIME EMPLOYEES	0.00	0.00	0.00	0.00	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
101-803-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	0.00	0.00	0.00	0.00
101-803-742.000	OPERATING SUPPLIES	500.00	420.40	16.78	79.60	84.08
101-803-930.000	REPAIRS AND MAINTENANCE	2,500.00	45.98	0.00	2,454.02	1.84
Total Dept 803 - HISTORICAL COMMISSION		4,385.00	466.38	16.78	3,918.62	10.64
TOTAL EXPENDITURES		4,385.00	466.38	16.78	3,918.62	10.64
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,385.00	466.38	16.78	3,918.62	10.64
NET OF REVENUES & EXPENDITURES		(4,385.00)	(466.38)	(16.78)	(3,918.62)	10.64
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		4,385.00	466.38	16.78	3,918.62	10.64
		(4,385.00)	(466.38)	(16.78)	(3,918.62)	10.64

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
101-803-702.000	SALARIES (HISTORIC COMMISSION)	1,260.00	0.00	0.00	0.00	1,260.00	0.00	0.00
101-803-704.000	WAGES - FULL TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-803-712.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-803-713.000	FICA	100.00	0.00	0.00	0.00	100.00	0.00	0.00
101-803-714.000	MEDICARE	25.00	0.00	0.00	0.00	25.00	0.00	0.00
101-803-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-803-742.000	OPERATING SUPPLIES	500.00	420.40	0.00	0.00	79.60	84.08	0.00
101-803-930.000	REPAIRS AND MAINTENANCE	2,500.00	45.98	0.00	0.00	2,454.02	1.84	0.00
Total Dept 803 - HISTORICAL COMMISSION		4,385.00	466.38	0.00	0.00	3,918.62	10.64	0.00
TOTAL EXPENDITURES		4,385.00	466.38	0.00	0.00	3,918.62	10.64	0.00
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,385.00	466.38	0.00	0.00	3,918.62	10.64	0.00
NET OF REVENUES & EXPENDITURES		(4,385.00)	(466.38)	0.00	0.00	(3,918.62)	10.64	0.00
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		0.00	0.00	0.00	0.00	0.00	100.00	0.00
NET OF REVENUES & EXPENDITURES		4,385.00	466.38	0.00	0.00	3,918.62	10.64	0.00
		(4,385.00)	(466.38)	0.00	0.00	(3,918.62)	10.64	0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
12/01/2022			101-803-001.000 CASH		BEG. BALANCE		0.00
12/31/2022			101-803-001.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-702.000 SALARIES (HISTORIC COMMISSION)		BEG. BALANCE		0.00
12/31/2022			101-803-702.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		0.00
12/31/2022			101-803-704.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-712.000 OVERTIME		BEG. BALANCE		0.00
12/31/2022			101-803-712.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-713.000 FICA		BEG. BALANCE		0.00
12/31/2022			101-803-713.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-714.000 MEDICARE		BEG. BALANCE		0.00
12/31/2022			101-803-714.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
12/31/2022			101-803-718.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-719.000 STRAWBERRY PRESERVES		BEG. BALANCE		0.00
12/31/2022			101-803-719.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-724.100 HEALTH INSURANCE PREMIUMS (EMP		BEG. BALANCE		0.00
12/31/2022			101-803-724.100	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-742.000 OPERATING SUPPLIES		BEG. BALANCE		403.62
12/06/2022	AP	INV	REIMBURSEMENT FOR HISTORICAL OPEN HO	12-6-2022	4.00		407.62
12/29/2022	AP	INV	SUPPLY REIMBUREMENT FOR HISTORICAL C	12-29-2022	10.56		418.18
12/29/2022	AP	INV	REIMBURSEMENT FOR HISTORICAL COMMISS	12-29-2022	2.22		420.40
12/31/2022			101-803-742.000	END BALANCE	16.78	0.00	420.40
12/01/2022			101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS		BEG. BALANCE		0.00
12/31/2022			101-803-791.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI		BEG. BALANCE		0.00
12/31/2022			101-803-801.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-850.000 COMMUNICATIONS (PHONE AND CELL		BEG. BALANCE		0.00
12/31/2022			101-803-850.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-900.000 PHOTOGRAPHY		BEG. BALANCE		0.00
12/31/2022			101-803-900.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-930.000 REPAIRS AND MAINTENANCE		BEG. BALANCE		45.98
12/31/2022			101-803-930.000	END BALANCE	0.00	0.00	45.98
12/01/2022			101-803-960.000 MATCHING FUNDS		BEG. BALANCE		0.00
12/31/2022			101-803-960.000	END BALANCE	0.00	0.00	0.00
12/01/2022			101-803-972.000 BUILDING, BUILDING ADDITIONS A		BEG. BALANCE		0.00
12/31/2022			101-803-972.000	END BALANCE	0.00	0.00	0.00

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GL ACTIVITY REPORT FOR CITY OF FRASER
TRANSACTIONS FROM 01/01/2023 TO 01/31/2023

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
01/01/2023			101-803-001.000 CASH		BEG. BALANCE		0.00
01/31/2023			101-803-001.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-702.000 SALARIES (HISTORIC COMMISSION)		BEG. BALANCE		0.00
01/31/2023			101-803-702.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		0.00
01/31/2023			101-803-704.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-712.000 OVERTIME		BEG. BALANCE		0.00
01/31/2023			101-803-712.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-713.000 FICA		BEG. BALANCE		0.00
01/31/2023			101-803-713.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-714.000 MEDICARE		BEG. BALANCE		0.00
01/31/2023			101-803-714.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
01/31/2023			101-803-718.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-719.000 STRAWBERRY PRESERVES		BEG. BALANCE		0.00
01/31/2023			101-803-719.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-724.100 HEALTH INSURANCE PREMIUMS (EMP		BEG. BALANCE		0.00
01/31/2023			101-803-724.100	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-742.000 OPERATING SUPPLIES		BEG. BALANCE		420.40
01/31/2023			101-803-742.000	END BALANCE	0.00	0.00	420.40
01/01/2023			101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS		BEG. BALANCE		0.00
01/31/2023			101-803-791.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI		BEG. BALANCE		0.00
01/31/2023			101-803-801.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-850.000 COMMUNICATIONS (PHONE AND CELL		BEG. BALANCE		0.00
01/31/2023			101-803-850.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-900.000 PHOTOGRAPHY		BEG. BALANCE		0.00
01/31/2023			101-803-900.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-930.000 REPAIRS AND MAINTENANCE		BEG. BALANCE		45.98
01/31/2023			101-803-930.000	END BALANCE	0.00	0.00	45.98
01/01/2023			101-803-960.000 MATCHING FUNDS		BEG. BALANCE		0.00
01/31/2023			101-803-960.000	END BALANCE	0.00	0.00	0.00
01/01/2023			101-803-972.000 BUILDING, BUILDING ADDITIONS A		BEG. BALANCE		0.00
01/31/2023			101-803-972.000	END BALANCE	0.00	0.00	0.00

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ACCOUNT BALANCE REPORT FOR CITY OF FRASER

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	BALANCE		2022-23 AMENDED BUDGET	END BALANCE			
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)		
Fund 101 - GENERAL FUND								
Liabilities								
101-000-379.000	ESCROW - HISTORICAL COMMISSION		22,287.37			22,002.12		
TOTAL LIABILITIES			22,287.37			22,002.12		
Revenues								
101-000-674.700	DONATION - HISTORICAL COMMISSION		(16,837.11)	0.00		0.00		
TOTAL REVENUES			(16,837.11)	0.00		0.00		

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ACCOUNT BALANCE REPORT FOR CITY OF FRASER
PERIOD ENDING 01/31/2023

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GL NUMBER	DESCRIPTION	BALANCE		2022-23 AMENDED BUDGET	END BALANCE	
		01/31/2022			01/31/2023	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 101 - GENERAL FUND						
Liabilities						
101-000-379.000	ESCROW - HISTORICAL COMMISSION		22,287.37			22,002.12
TOTAL LIABILITIES			22,287.37			22,002.12
Revenues						
101-000-674.700	DONATION - HISTORICAL COMMISSION		(16,837.11)	0.00		0.00
TOTAL REVENUES			(16,837.11)	0.00		0.00

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GL ACTIVITY REPORT FOR CITY OF FRASER

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FROM 101-000-379.000 TO 101-000-379.000

TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
12/01/2022			101-000-379.000 ESCROW - HISTORICAL COMMISSION	BEG. BALANCE			(21,381.62)
12/05/2022	CR	RCPT	HISTORICAL COMMISSION 12/05/2022			364.25	(21,745.87)
12/12/2022	CR	RCPT	HISTORICAL COMMISSION 12/12/2022			256.25	(22,002.12)
12/31/2022			101-000-379.000	END BALANCE	0.00	620.50	(22,002.12)

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GL ACTIVITY REPORT FOR CITY OF FRASER
FROM 101-000-379.000 TO 101-000-379.000
TRANSACTIONS FROM 01/01/2023 TO 01/31/2023

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
01/01/2023			101-000-379.000 ESCROW - HISTORICAL COMMISSION	BEG. BALANCE			(22,002.12)
01/31/2023			101-000-379.000	END BALANCE	0.00	0.00	(22,002.12)



City of Fraser

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Patrick O'Dell

Dana Sutherland

To: Historical Commission

Date: 1/27/2023

From: City Clerk Greenia

Re: Historical Commission Update February 6, 2023 Meeting

- 1) As you are all aware there was a leak at the Baumgartner House over the holiday season. First I would like to thank all of you for your help in keeping the damage to the minimum. I spoke with our insurance adjuster yesterday regarding this event. He assured me they were working on finding all the necessary equipment to repair the system at the House. When I got off the phone with him, Melissa contacted me to let me know they had found enough Radiators to complete the job. I asked Chairman Wright about the color of the radiators and she did not care what color they were going to be. I believe they will be a matte gray.

The total cost of the repair, according to the adjusters estimate, should be between \$20,000 and \$25,000. It is my understanding that the deductible is \$10,000 for this type of event. As I find out more, I will let you know.

I know there was a question regarding an area rug that had been in the parlor of the House. I have asked DPW for the status of the rug and am hoping to get an answer back soon.

It is my understanding that the DPW is looking into purchasing some type of alarm for the thermostat so that this does not happen again. As I find out more I will let you know on this as well.

- 2) I sent the final documentation to the Michigan Department of Natural Resources this week in regards to the Baumgartner House roof project. It was a set of pictures of the final product. I await an email letting me know it meets their standards so that we keep the Historical Designation of the house. I would be beyond shocked if it did not based on all prior communication with them.

- 3) There was some concern on the alarm at the building and I know DPW is checking into this and may have already solved the problem.
- 4) I have not heard but I am thinking the parking lot lights have been fixed so they are on when we need them. If not please let me know before Monday night and I will see what is happening with them.



City of Fraser

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Patrick O'Dell

Dana Sutherland

To: Historical Commission

Date: 1/27/2023

From: City Clerk Greenia

Re: Proposed Ordinance

Over the last few months the Historical Commission has had the opportunity to review and discuss the proposed Historical Commission Ordinance DRAFT that City Attorney DeNault and City Manager Leven have prepared. Basically, the Ordinance formally creates the Historical Commission as a true body of the City of Fraser. It reviews establishment, composition of the Commission, terms of members, Election of officers, meetings rules and procedures, and functions of the Commission.

After reviewing it the Commission had the following concerns:

Date of creation was 1980

Number of members on the Commission

Location of meetings

Being considered "employees" if they get paid

Concerns with losing autonomy

Not necessarily in the DRAFT Ordinance but mention was made of finance concerns

We had a lengthy discussion on these matters at our last meeting. While I am very supportive of you as a group, I still have not authority to make any decisions when it comes to these matters. I have spoken with City Manager Leven on this and I feel it would be in the best interest of the Commission to contact her and set up a meeting so that you can work through this.

[Type here]

The other option we have is that if you decide you do not want to be governed by an Ordinance the City can keep this in our files so that if, in the future, you are interested again in formally establishing the Historical Commission we can revisit this.

Either way it would be good for you to let me know which direction you are thinking about choosing with this Ordinance.

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.