



CITY MANAGER

Elaine Leven

CITY CLERK

August Gitschlag

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Lesich

MAYOR PRO-TEM

Dana Sutherland

COUNCIL

Amy Baranski

Patrick O'Dell

Kenny Perry

Patrice Schornak

Sherry Stein

FRASER HISTORICAL COMMISSION AGENDA

AUGUST 5, 2024 @ 7:00 p.m.

1. Call to order
2. Pledge to Flag
3. Approve Agenda
4. Approve Minutes
5. Liaison Report
6. Unfinished Business
 - a. August Open House
 - b. Brick Pavers
 - c. Policies
7. New Business
 - a. Interview Mackenzie Lenk
 - b. Interview Marti VenEenenaam-Iwanicki
8. Commission Reports
9. Adjourn

POSTED: 08/01/24

Meetings held at the Depot, 18577 Masonic, Fraser, MI 48026

GL NUMBER	DESCRIPTION	2023-24		BEG. BALANCE		ACTIVITY FOR		YEAR-TO-DATE		END BALANCE	
		AMENDED	BUDGET	NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
101-000-379.000	FUND BALANCE - RESTRICTED - HISTORICAL					24,229.72		779.50		(1,653.03)	22,576.69
Total - All Funds:			0.00			24,229.72		779.50		(1,653.03)	22,576.69

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
06/01/2024			101-803-001.000 CASH		BEG. BALANCE		0.00
06/30/2024			101-803-001.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-702.000 ELECTED/APPOINTED OFFICIALS PA		BEG. BALANCE		0.00
06/30/2024			101-803-702.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		0.00
06/30/2024			101-803-704.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-712.000 OVERTIME		BEG. BALANCE		0.00
06/30/2024			101-803-712.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-713.000 FICA		BEG. BALANCE		0.00
06/30/2024			101-803-713.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-714.000 MEDICARE		BEG. BALANCE		0.00
06/30/2024			101-803-714.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
06/30/2024			101-803-718.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-719.000 FOOD ALLOWANCE		BEG. BALANCE		0.00
06/30/2024			101-803-719.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-724.100 HEALTH INSURANCE PREMIUMS (EMP)		BEG. BALANCE		0.00
06/30/2024			101-803-724.100	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-742.000 OPERATING SUPPLIES		BEG. BALANCE		167.71
06/03/2024	AP	INV	BRICK PAVER/HISTORICAL MUSEUM	720569	131.82		299.53
06/30/2024			101-803-742.000	END BALANCE	131.82	0.00	299.53
06/01/2024			101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS		BEG. BALANCE		0.00
06/30/2024			101-803-791.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI		BEG. BALANCE		0.00
06/30/2024			101-803-801.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-850.000 COMMUNICATIONS (PHONE AND CELL)		BEG. BALANCE		0.00
06/30/2024			101-803-850.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-900.000 PHOTOGRAPHY		BEG. BALANCE		0.00
06/30/2024			101-803-900.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-930.000 REPAIRS AND MAINTENANCE		BEG. BALANCE		0.00
06/30/2024			101-803-930.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-960.000 MISCELLANEOUS		BEG. BALANCE		0.00
06/30/2024			101-803-960.000	END BALANCE	0.00	0.00	0.00
06/01/2024			101-803-972.000 CAPITAL OUTLAY		BEG. BALANCE		0.00
06/30/2024			101-803-972.000	END BALANCE	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER
PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	06/30/2024 NORMAL (ABNORMAL)	MONTH 06/30/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
101-803-702.000	ELECTED/APPOINTED OFFICIALS PAY	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	0.00	0.00	0.00		0.00		0.00
101-803-714.000	MEDICARE	0.00	0.00	0.00		0.00		0.00
101-803-742.000	OPERATING SUPPLIES	500.00	299.53	131.82		200.47		59.91
101-803-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00		0.00		0.00
Total Dept 803 - HISTORICAL COMMISSION		500.00	299.53	131.82		200.47		59.91
TOTAL EXPENDITURES		500.00	299.53	131.82		200.47		59.91
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00	0.00		0.00		0.00
TOTAL EXPENDITURES		500.00	299.53	131.82		200.47		59.91
NET OF REVENUES & EXPENDITURES		(500.00)	(299.53)	(131.82)		(200.47)		59.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER
PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
101-803-702.000	ELECTED/APPOINTED OFFICIALS PAY	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	0.00	0.00	0.00		0.00		0.00
101-803-714.000	MEDICARE	0.00	0.00	0.00		0.00		0.00
101-803-742.000	OPERATING SUPPLIES	500.00	0.00	0.00		500.00		0.00
101-803-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00		0.00		0.00
Total Dept 803 - HISTORICAL COMMISSION		500.00	0.00	0.00		500.00		0.00
TOTAL EXPENDITURES		500.00	0.00	0.00		500.00		0.00
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00	0.00		0.00		0.00
TOTAL EXPENDITURES		500.00	0.00	0.00		500.00		0.00
NET OF REVENUES & EXPENDITURES		(500.00)	0.00	0.00		(500.00)		0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
07/01/2024			101-803-001.000 CASH		BEG. BALANCE		0.00
07/31/2024			101-803-001.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-702.000 ELECTED/APPOINTED OFFICIALS PAI		BEG. BALANCE		0.00
07/31/2024			101-803-702.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-704.000 WAGES - FULL TIME EMPLOYEES		BEG. BALANCE		0.00
07/31/2024			101-803-704.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-712.000 OVERTIME		BEG. BALANCE		0.00
07/31/2024			101-803-712.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-713.000 FICA		BEG. BALANCE		0.00
07/31/2024			101-803-713.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-714.000 MEDICARE		BEG. BALANCE		0.00
07/31/2024			101-803-714.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-718.000 LONGEVITY PAY		BEG. BALANCE		0.00
07/31/2024			101-803-718.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-719.000 FOOD ALLOWANCE		BEG. BALANCE		0.00
07/31/2024			101-803-719.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-724.100 HEALTH INSURANCE PREMIUMS (EMPI		BEG. BALANCE		0.00
07/31/2024			101-803-724.100	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-742.000 OPERATING SUPPLIES		BEG. BALANCE		0.00
07/31/2024			101-803-742.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS		BEG. BALANCE		0.00
07/31/2024			101-803-791.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI(		BEG. BALANCE		0.00
07/31/2024			101-803-801.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-850.000 COMMUNICATIONS (PHONE AND CELL)		BEG. BALANCE		0.00
07/31/2024			101-803-850.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-900.000 PHOTOGRAPHY		BEG. BALANCE		0.00
07/31/2024			101-803-900.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-930.000 REPAIRS AND MAINTENANCE		BEG. BALANCE		0.00
07/31/2024			101-803-930.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-960.000 MISCELLANEOUS		BEG. BALANCE		0.00
07/31/2024			101-803-960.000	END BALANCE	0.00	0.00	0.00
07/01/2024			101-803-972.000 CAPITAL OUTLAY		BEG. BALANCE		0.00
07/31/2024			101-803-972.000	END BALANCE	0.00	0.00	0.00

ACCOUNT BALANCE REPORT FOR CITY OF FRASER
PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25		BEG. BALANCE		ACTIVITY FOR		YEAR-TO-DATE		END BALANCE	
		AMENDED	BUDGET	NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
101-000-379.000	FUND BALANCE - RESTRICTED - HISTORICAL					22,576.69		0.00			22,576.69
Total - All Funds:			0.00			22,576.69		0.00			22,576.69

Section 1 to be voted on and approved Aug. 5,

Fraser Historical Commission Policies and Procedures

Revised 7/2024 by Marti VanEenenaam-Iwanicki – Commissioner

BLUE – Text added since July meeting

GREEN – Questions

RED - Concern

Introduction

The Fraser Historical Commission was established in July 1980 for the purpose of discovering and preserving the history of our city.

Mission:

The Fraser Historical Commission is dedicated to maintaining, improving, and developing the Baumgartner House Museum and grounds for historical purposes, community enjoyment, education, and to bring a sense of community to Fraser and surrounding cities.

This document serves as a guide for our operations and projects.

SECTION I: Historical Commission Membership and Meetings

Selection of Commissioners

There are eleven members of the Fraser Historical Commission. This includes seven (7) regular voting members (“Commissioner”), three (3) non-voting Members-at-Large, and a non-voting liaison from the City Council.

Candidates will apply for term as a Commissioner by completing an application (digital or paper version) and submitting it to the Fraser City Clerk or to the Historical Commission. Applications received by the City Clerk’s office will be turned over to the Historical Commission for consideration.

Commissioners wishing to be reappointed for a subsequent term should submit their application directly to the Historical Commission Chairperson.

The Commission Chairperson will contact applicants to be interviewed by the current Commission members. Approved applicants will be voted on by commissioners and a recommendation will be sent to the City Council for appointment. Appointed commissioners will be sworn in by the City Clerk.

Regular Commissioner terms will be four years long with terms beginning on July 1st. If a Commission vacancy is due to death or resignation, the appointment shall be for the remainder of the unexpired term. *Terms are staggered with no more than three (3) Commissioner terms ending at the same time.*

The Commission does not discriminate against any person applying for membership because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

What about At-Large members...do they have to apply? Do we appoint them directly as a Commission without the City Council? Are we paying attention to their attendance or term? Members-at-Large serve as consultants, advisors, and volunteers and serve a two (2) year term beginning on July 1st.

Attendance: Good attendance ensures a steady flow of communication and keeps everyone up to date with current topics under discussion. Each member should make every effort to attend all meetings.

When a member is unable to attend a meeting, the Chairperson should be notified as soon as possible. Three (3) consecutive unexcused absences or attendance at less than six (6) regular meetings within a one-year span may result in loss of appointment.

Resignation – Commissioners that wish to resign their position prior to the end of their term, or who do not wish to renew their appointment, should notify the Commission Chairperson in writing.

Meetings

The Commission will hold its monthly meetings on the first Monday of each month (except January) (why not???) at 7:00pm in the Depot Visitor Center. If this date falls on or near a national holiday, the next Monday's date will be used. All meetings are open to the public.

A quorum (more than half the members of the commission) needs to be present for any official business to occur. If it is known in advance that a quorum will not be available or if there is no business to discuss, the Chairperson will notify the members and a notice will be posted on the City website indicating that the meeting is cancelled or rescheduled due to a lack of quorum or lack of business.

Meeting Preparation

The Chairperson will submit an agenda and the previous meeting's minutes to the City Clerk at least one week prior to the meeting.

The agenda will consist of: (See Appendix A)

1. Call to order
2. Pledge to Flag
3. Agenda Approval
4. Approve of Previous Meeting Minutes
5. City Liaison Report
6. Unfinished Business
7. New Business

8. Commission Reports
9. Adjournment

The City Clerk will compile this information, along with the financial report, and provide meeting packets for each Commissioner.

Conduct of Meetings

The Chairperson will preside at all meetings. In the absence of the Chairperson, the Vice Chair will preside.

Meetings will be conducted following a relaxed version of Robert's Rules of Order, latest version.

The Recording Secretary will prepare written meeting minutes to provide a permanent record of the business discussed. (See Appendix B). Minutes will be submitted to the Chairperson [for approval by the Commission at the next meeting](#), then to the City Council with a copy kept on file with the City Clerk. The minutes will be listed on the City Council agenda under the consent agenda and approved by the Council. The purpose of this is to keep the City Council informed about the activities of the Commission.

Recognition of Commissioners - Memorials and Condolences

In the case of the death of a current or former Commissioner, up to, but no more than \$60 from the Historical Commission finances shall be spent on a memorial item or flowers.

Commissioners with 10 years of contiguous service will be memorialized or honored with a small brick in the brick pathway. The Commission will cover the cost of a small brick. Individual members of the commission may add personal funds to cover the cost of a larger brick if desired.

In the case of significant or prolonged illness and/or death of a Commissioner, sympathy or get-well cards will be sent to the family or to the Commissioner by the Corresponding Secretary of the Commission.

In the case of significant or prolonged illness and/or death of a close family member of a Commissioner (spouse, sibling, child, parent) an appropriate card will be sent by the Corresponding Secretary of the Commission.

Additional greeting cards for others (members of the Historical Society, City Council, etc.) will be at the discretion of the Chairperson and sent by the Corresponding Secretary.

CITY OF FRASER HISTORICAL COMMISSION BY-LAWS Fraser, MI 48026

(Items in blue are additions since our meeting on July 8, 2024)

MISSION STATEMENT

The Fraser Historical Commission is dedicated to maintaining, improving, and developing the Baumgartner House Museum and grounds for historical purposes, community enjoyment, education, and to bring a sense of community to Fraser and surrounding cities.

ARTICLE I – ORGANIZATION AND MEMBERSHIP

Section 1: The name of this Commission shall be the City of Fraser Historical Commission.

Section 2: There shall be eleven members of the Commission. This includes seven (7) voting members, three (3) non-voting At-Large members, and a non-voting liaison from the City Council. All appointments for voting (regular) members, except to fill vacancies, shall be for a term of four years with terms beginning on July 1st. All appointments for the filling of vacancies, other than by expiration of term, shall be for the unexpired term. All appointments shall be filled by the City Council upon the recommendation of the Commission.

Section 3: **Members**-at-Large are non-voting Commission members elected by majority vote of the Commission to represent the Commission's interest in the community pursuant to the wishes of the Commission as a whole. Terms are for two years **beginning on July 1st**. **Members**-at-Large are expected to conform to the same by-laws and responsibilities as the Commission members. There will be a maximum of three persons with a term of two (2) years. **They will serve in an advisory and resource role.**

Section 4: A member of the City Council, approved by the City Manager, shall be an ex officio member of the Commission and shall serve the Commission in an advisory capacity.

Section 5: All voting members of the Commission must be residents **and registered electors** of the City of Fraser for at least two (2) **continuous** years **immediately** prior to the day of their appointment ~~and shall be qualified and registered electors of the City continuously at the time of appointment~~ and throughout their term of office. They shall be current with water and tax payments at the time of their appointment and throughout their term.

Section 6: Non-Discrimination. The Commission does not discriminate against any person applying for membership because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Section 7: All regular members are expected to attend monthly Commission meetings. Three (3) consecutive unexcused absences or attendance at less than six (6) regular meetings within a one-year span will result in loss of appointment.

Section 8: Commissioners are expected to volunteer for a minimum of six (6) Open Houses per calendar year as scheduled by the Chairperson and agreed to by each individual. Failure to comply with this may result in a warning for the first offense and may result in a dismissal for a second offense.

Section 9: Resignations - Resignation from the Historical Commission shall be in writing to the City Clerk and to the Historical Commission Chairperson. A commissioner with three (3) consecutive unexcused absences or attendance at less than six (6) regular meetings within a one-year span may be asked to resign.

Section 10: Removal – A Commissioner's service shall end if they have a change of residency to a location outside of Fraser, or if the Commission or City Council determines 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.

ARTICLE II – OFFICERS

Section 1: Officers - The Commission shall elect a chairperson, vice-chairperson, recording secretary, corresponding secretary and garden director and such other officers as may be necessary for the proper conduct of its affairs from its membership annually at its first meeting after the last day of June.

Section 2: Chairperson - The Chairperson shall preside at all meetings and be an ex officio member of all committees. He/she shall prepare the agenda for each Commission meeting.

Section 3: Vice-Chairperson - The Vice Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. If neither the Chairperson nor Vice Chairperson are present at a meeting, a temporary Acting Chair shall be elected by a majority vote of the Commission in session at that time.

Section 4: Recording Secretary – The Recording Secretary shall work with the Chairperson to keep, prepare and have available meeting minutes from prior meetings for review.

Section 5: Corresponding Secretary – The Corresponding Secretary will receive and send out all correspondence for the Commission, including, but not limited to greeting cards, thank you notes, etc. They will also send out the Commission newsletter via email.

Section 6: Garden Director – The Garden Director will coordinate volunteers and supplies to maintain Samantha's Garden and the Baumgartner House Museum Grounds.

ARTICLE III – MEETINGS

Section 1: The Commission shall hold at least one (1) regular meeting in each quarter on such date and at such time and place as may be established by resolution of the Commission.

Public notice of meetings shall also be given in accordance with the Open Meetings Act. All regular meeting dates shall be set for the following calendar year no later than the month of December. An agenda shall be made available for public display on the City website at least one (1) week prior to the scheduled meeting. All meetings shall be open to the public.

Section 2: Special meetings may be called by the secretary, on the written request of the chairman, or any four (4) regular members of the Commission on at least 24-hour notice. Public notice of any special meeting shall be posted at City Hall or on the City website.

Section 3: A majority of the regular membership shall constitute a quorum for the transaction of business.

Section 4: The Commission shall keep a written or printed record of its proceedings which shall be a public record and property of the city. These meeting minutes should clearly reflect each agenda item, the motions made, results of said motions, and include some detailed discussion on each agenda item. Minutes shall be approved by the Commission at the next regular meeting.

Section 5: The Commission shall adopt its own policies and procedures.

ARTICLE IV – DUTIES

Section 1: The functions of the 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.

Section 2: The Historical Commission shall be a policy making body and be responsible, with the approval of the City Administrator, for the overall operation of any city owned buildings which will be administered in so far as possible according to guidelines of the American Alliance of Museums. <https://www.aam-us.org/> (e.g. Baumgartner House Museum)

Section 3: The Historical Commission may discover and present recommendations to City Council that designate historic buildings, sites, landmarks, and areas within the City which have particular historical significance.

Section 4: The Commission will maintain a roster of historical sites, buildings, and landmarks within the City of Fraser that the Commission determines to have historical significance.

Section 5: ~~In general, it shall be the duty of the Historical Commission to~~ [The Commission shall](#) establish policy 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 relating to the history of the City of Fraser and surrounding area. This includes collection procurement and preservation of narratives of the residents of this area, as well as display and interpretation of objects indicative of the life, customs, dress and resource materials and historical studies relative to and illustrative of the history of the area.

Section 6: The Commission shall ~~have the power, with the approval of the~~ recommend to the City [Manager Administrator](#), ~~to collect~~ the collection from the public offices in the City of Fraser 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.](#)

Section 7: The Commission shall have the power to accept donations of money or historical materials (as described in Sections 2 and 3 above), for carrying out the historical purposes as provided by these by-laws. Gifts of money [shall be turned over to the City's treasurer/finance director for deposit](#) in the Historical Commission General Account.

Section 8: The Commission shall cooperate with, and assist the Michigan Historical Commission, in carrying out its powers and duties as established in [Act 10 of the Public Acts of 1955](#).

Section 9: The Commission may recommend to the City Administrator purchases of historical material including books, pamphlets, maps, charts, photographs, manuscripts, papers, copies of domestic and foreign records and archives, paintings, statuary, and other objects and materials illustrative of and relating to the history of the City of Fraser and surrounding area provided only that all such purchases shall be accomplished in accordance with the Charter of the City of Fraser and applicable ordinances of the City of Fraser.

Section 10: The Commission may receive any money appropriated to it by the State and Federal governments. As requested by the City Council, the Commission shall submit to Council, a current statement of the actual income and expenses from these appropriations.

ARTICLE V – BUDGET

Section 1: The Commission shall furnish the City Administrator with recommendations regarding proposed programs for the ensuing fiscal year which the Administrator shall review and consider in preparation of the budget to be submitted to the City Council.

ARTICLE VI – AMENDMENTS TO BY-LAWS

Section 1: The Commission shall have the power to make, alter, amend or repeal these by-laws by concurrence of the majority of the regular membership of the Commission. Amendments may be proposed at any regular meeting and acted upon at the next regular meeting.

Revised:

October 1990
September 1992
December 2001
February 2006
August 2014
August 2024



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER
Elaine Leven
CITY CLERK
August Gitschlag

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry, Jr.
Patrice Schornak
Sherry Stein

To: Historical Commission

Date: 7/30/24

From: Deputy Clerk Greenia

Re: Interview of Candidate

Last week we received an application and resume from Mackenzie Lenk to serve on the Fraser Historical Commission. We are forwarding this to you for your review.

I will ask that she attend the Commission Meeting on Monday, August 5, 2024 at which time the Commission can interview her and recommend her to City Council for appointment.

The current vacancy on the Commission is with a term ending June 30, 2026. Should the Commission feel she is a good fit, they will make a motion recommending to City Council that she be appointed with a term ending on that date.

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MiCityOffraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME	FIRST NAME	M.I.
LENK	MACKENZIE	J
ADDRESS (number & street)		
CITY	STATE	ZIP CODE
Fraser	MI	48026
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR		TERM ENDING (IF KNOWN)
Board Name COMMISSIONER		
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)		
I HAVE ALWAYS HELD INTEREST IN HISTORY, ALONG WITH ITS DOCUMENTATION AND PRESERVATION. I'VE WORKED ALONGSIDE UNIVERSITY PAPERS/MAGAZINES TO PULL FROM ARCHIVES IN ORDER TO CELEBRATE HISTORY. AS A LIFE LONG FRASER RESIDENT, I AM DETERMINED TO GET INVOLVED IN COMMUNITY.		
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)		
FRASER HIGH SCHOOL, C/O 2018 MICHIGAN STATE UNIVERSITY, 2023 BA ENGLISH		
CURRENT EMPLOYMENT		
COMPANY NAME	YOUR TITLE/POSITION	
DISABILITY ATTORNEYS OF MICHIGAN	CASE MANAGER	
COMPANY ADDRESS (number & street)		
28755 SCHOENHERR, SUITE 100		
CITY	STATE	ZIP CODE
WARREN	MI	48088
OFFICE PHONE	OFFICE CELL PHONE	
(586) 573-8800		
PLEASE LIST YOUR RESPONSIBILITIES		
ASSEMBLING FILES, MAIN POINT OF COMMUNICATION W/ CLIENTS, ORDERING & SUBMITTING RECORDS, DOCUMENTING ALL UPDATES, MAINTAINING DETAIL & ORGANIZATION, LEGAL/CONFIDENTIAL WORK.		

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Rev 11/2017

Received by _____ Date _____

Mackenzie J. Lenk

! • www.linkedin.com/in/mackenzielenk

EDUCATION

Bachelor of Arts in English

Michigan State University, East Lansing, Michigan

Aug 2018 – May 2023

WORK EXPERIENCE

Disability Attorneys of Michigan, Warren, Michigan

Case Manager

May 2021 – Present

- Worked in an office setting with professional expectations in regard to in and out of office communication and personal presentation and representation.
- Emphasized attention to detail with client files and case notes to ensure confidentiality and accurate information storage.
- Wrote and edited company training documents with precise direction while also maintaining the company's voice.
- Assisted busy case managers with a variety of tasks involving client communication and utilizing strong fact-finding, organizational, and relationship skills.
- Participated in whole-staff weekly meetings to discuss progress and achievements as a group.
- Maintained strict confidentiality while working with social security information and legal documents.
- Assisted record managers with documentation, recording, and outreach.

The Current, East Lansing, Michigan

Writer and Editor.

Jan 2023 – April 2023

- Participated in and led discussion-focused pitch meetings to determine which ideas would be sustainable and worthy of running in the magazine
- Strengthened journalism experience with published articles that conducted research in the form of interviews along with accompanying visuals including photography or visual art through Canva.
- Worked alongside peers and classmates who shared a strong work ethic and a team oriented mindset in order to achieve a common goal of delivering a magazine that matched our voice as a group and as individuals.
- Served as both a developmental and copy editor for diverse writers and topics.
- Explored ideas to advertise and market our brand by adopting an aesthetic and conducting landscape analyses.

Kellogg Hotel and Conference Center, East Lansing, Michigan

Banquet Server

Sep 2018 – April 2019

- Completed individual tasks to contribute to a collaborative team goal and production.
- Executed service to meet high standards and expectations while maintaining a strict timed schedule.
- Learned about representing a company and maintaining professional attitude and demeanor.
- Worked with many professional groups, organizations, and teams, catering to any specific requests to ensure the finest service.

RELEVANT EXPERIENCE

- Assisted University in editing and publishing an undergraduate literary magazine, Red Cedar Review, by reviewing archived issues, advertising magazine, utilizing social media platforms, selecting pieces for publication, and posting calls for submissions.
- Taken classes in advanced writing and poetry taught by published authors to strengthen understanding in literature, craft, and editing while simultaneously enhancing my personal writing and reading comprehension skills.
- Participated in peer-review sessions to edit and communicate possible changes with explanations and positive reinforcement.
- Submitted portfolio projects of personal work in a structured book form.
- Understanding of content strategy and its importance in persuading an audience with collected data.

SKILLS

- Microsoft Applications, Canva, Use of Office Equipment, Customer Service, Grammar and Spelling, Leadership, Communication, Creativity, Teamwork, Organization, Marketing, Social Media.



City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER
Elaine Leven
CITY CLERK
August Gitschlag

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry, Jr.
Patrice Schornak
Sherry Stein

To: Historical Commission

Date: 7/30/24

From: Deputy Clerk Greenia

Re: Interview of Candidate

Marti VanEenenaam-Iwanicki is currently a member of the Historical Commission. Her term officially ended June 30, 2024. She has submitted an application with her resume (attached) to continue to serve on the Commission.

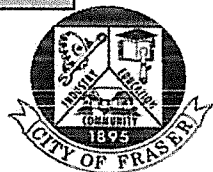
As is the normal process Historical Commission is to interview the candidate and make a recommendation to City Council as to whether or not they would like to see her be reappointed for another four (4) year term. If recommended to City Council and approved by them, her term end date would be June 30, 2028.

CLEAR

PRINT

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME		FIRST NAME		M.I.	
VanEenenaam-Iwanicki		Martha (Marti)		S	
ADDRESS (number & street)					
Email:					
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE	
Fraser	MI	48026			
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR					TERM ENDING (IF KNOWN)
Board Name					2028
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
To continue the momentum we have gained in the past year or so. My activities have included: Fence project, Renewed Social Media & marketing presence, updates to FHC page on city website, Samantha's Garden, increased number of tours, re-vamp of museum gift shop, etc.					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
Masters Degree - Wayne State University Bachelors Degree - Central Michigan Univeristy					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
Fraser Public Schools			Recently Retired (June 2024)		
COMPANY ADDRESS (number & street)					
N/A					
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE	
Fraser					
PLEASE LIST YOUR RESPONSIBILITIES					
Recently retired Health Science teacher, department head, HOSA Advisor.					

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Marti VanEenenaam-Iwanicki M.Ed., AT/ATC

Fraser, MI 48026

n

Summary

I am a recently retired dedicated, passionate, health-care-professional-turned-educator that is working to be a better person every day. I look forward to giving back to my community as a member of the Fraser Historical Commission

Experience

Fraser High School

1999-2024

Retired Health Science Instructor/HOSA-Future Health Professionals Advisor. I have created and/or taught all courses in the health science department. Mentor teacher to two new staff members. Department chairperson for Health Science and Family and Consumer Science.

Volunteer Experience

2023-2024

Trustee/Recording Secretary – Fraser Historical Commission (FHC) Was appointed to the Commission in 2023 to complete an unexpired term. I had previously volunteered with work bees and Barn Sales. Projects/activities I have participated in since being a Commission member include: Helping to maintain Baumgartner House Museum, grounds and Samantha's Garden; marketing FHC activities including increasing social media presence, promoting FHC events, updating FHC information on the City of Fraser website, chairing the fence replacement project, working Barn Sales, giving Museum tours, etc. As Recording Secretary I take and record all meeting minutes. Currently working on updating FHC By-Laws as well as Policies and Procedures documents.

Education

Wayne State University

2008

Master of Education (M.Ed.) Emphasis: Career and Technical Education, Health Education

Central Michigan University

1985

Bachelor of Science – Applied Arts and Sciences. Emphasis: Interpersonal and Public Communication, Sports Medicine/Athletic Training; Psychology.

Affiliations/Memberships

Fraser Historical Commission -Recording Secretary

Fraser Historical Society member

National HOSA Competitive Events Committee – Lieutenant

Michigan HOSA Advisory Board – Past Chair and current member

Past Michigan HOSA Competitive Events Committee Chair and current Judge Coordinator

Michigan Health Science Educators and National Health Science Educators Association

Honors and Awards

- 2019 Goodheart Willcox Outstanding HOSA Service Award
- 2017 Inductee – Distinguished Service Macomb County Coaches Hall of Fame
- 2014 Teacher of the Year – Fraser High School
- 2009 Outstanding HOSA Advisor - Michigan HOSA
- 1998 Distinguished Athletic Trainer Award – Michigan Athletic Trainers Society