



**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 DECEMBER 2, 2024 @ 7:00 p.m.

1. Call to order
2. Pledge to Flag
3. Approve Agenda – December 2, 2024
4. Approve Minutes – November 4, 2024
5. Liaison Report
6. Unfinished Business
  - a. Tom Tesnow – Fraser Anniversary Booklet
  - b. Open House – December 1, 2024
  - c. Approval of Professional Memberships
  - d. Approval of Three (3) Year Plan
7. New Business
  - a. Approve 2025 Meeting Schedule
  - b. Half-Price Sale December 8<sup>th</sup>, 2024
8. Commission Reports
9. Adjourn

POSTED: 11/25/24

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

# Fraser Historical Commission

Meeting Minutes – Monday November 4, 2024 @ 7:00pm  
Depot Visitor Center

## Present:

Commissioners: Marilynn Wright, Nancy Ehrke, Jim Chamberlin, Tom Iwanicki, Marti VanEenenaam-Iwanicki, Mackenzie Lenk, Karen Hodges

Members-at-Large: Curtis Rice, Kathy Pirtle, Dori Guoin

Liaison – Patrice Schornak

## Guests:

Tom Tesnow – Fraser Anniversary Magazine

1. **Call to order:** 6:58 pm by Marilynn.
2. **Pledge of Allegiance**
3. **Approve Agenda:** Motion by Tom, seconded by Nancy to approve agenda.  
Motion carried.
4. **Approve October 7, 2024, Minutes:** Motion by Karen, seconded by Tom to approve.  
Motion carried.
5. **City Liaison Report:**  
*Since our last meeting, these requests have been met*
  - Mackenzie now has a key
  - Joe from DPW met Karen regarding the sprinklers. Sprinklers have been shut off, we will meet with sprinkler service in the spring to discuss drip irrigation around the house/Depot.
  - Gutter guards have been installed on gutters of house and barn, they will catch the leaves.
  - Line items on the financial report were purchases made by DPW for the house (security light sensors, gutter guards)

Current Commission requests from Liaison/City Clerk:

- Lights on the flagpole are out
- Lights on the front of the house are out
- Check on smoke alarm – battery? Wired in?

## 6. Unfinished Business

### a. Tom Tesnow – Fraser Anniversary Magazine

- Has received some articles:  
Needs barn and digitization photos (Marti will send him those)
- Ad sales for the book are uncertain as this time as companies are tentative about the presidential election.
- Book will be distributed to homes businesses, schools, library and city offices
- Tom expressed his pride of us and thanks us.

### b. October 20 Half Price Sales

Barn	\$447.10	Depot	\$224.25	Tent	\$ 98.53	Food	\$ 63.00
Gift Shop	\$123	Lottery Board	\$30	Donation	\$100		
Digitizing Donations	\$399.00						
Museum	\$4.50 (some sales were included in barn sale total)						
<i>Total:</i>							<i>\$1489.38</i>
<i>Deposited</i>							<i>\$737.38</i>

### c. November 3 Open House

Depot \$183  
Museum \$33  
Gift Shop \$183  
Digitizing Donations \$2.00  
To Digitization Fund - \$218.00

Currently have \$881 for Digitization Equipment

**d. Truck or Treat at Ram's Horn**

Marti and Tom reported that it went very well with lots of participants  
Spent \$97 on candy

**e. Policy/Procedures**

*Section IIA: Accessions* – Motion by Tom, Second by Karen to approve this section.

All in favor. Motion carried.

Tabled further Policy/Procedures discussion at this time. Tom is taking a Museum Collections Management course and is learning how to create this document correctly. We will continue to revise, and revisit in 2025.

**f. P.O. Box**

Request for a check to cover the cost of a P.O. Box for the Commission was denied by City Hall. Per City Manager and City Clerk, City Hall will collect our mail. We will have to collect it from City Hall. Karen will check our mail.

Therefore, our permanent mailing address will be:

Fraser Historical Commission  
33000 Garfield Road  
Fraser, MI 48026

**7. New Business**

**a. Humidifier**

Will start the humidifier when the weather cools off and heat turns on

Tom will check it/fill it on Tuesdays

Jim will check/fill on Fridays

**b. Decorating for Christmas**

Marti will get high school and other volunteers to decorate Museum for Christmas.

Possibly November 17 or Nov 23

**c. Barn Sale pick up**

Per Fosters' request, Karen will contact them an hour before we need pick -up

Weds. Nov 6 at 9am. We need people to come load up the truck and follow it to St. Johns to unload it. Marti will ask Society members to help as well.

**8. Commissioner Reports**

- **Marilynn** – Asked that Members at Large stay after for a photo for the Anniversary booklet
  - State Bank of Fraser will be demolished. Eagle on the bank building will not be donated to us. It will go to the landowner, and they will include it on their bank memorial wall to be erected in front of Sheetz.
- **Jim** – Thermostat batteries have been changed
- **Marti** – Attended KMB Award Ceremony on Oct 11 and shared the President's Plaque – this will be displayed in the glass room.

- Shared information about the Society: Janet Calabrese has been working on a Commission/Society brochure as well as a Baumgartner Family booklet that can be shared at the 150<sup>th</sup> celebration.
- Gift shop and Glass Room will be undergoing transformation – many items will be sent to St. John for their sale. Some glass items will be for sale in the gift shop. Glass room to be cleaned up for Santa's reception area.
- **Dori** – Wondered if City Hall has anything in writing re. mail collection that we could include in our Policies and Procedures
- **Tom** – Hopefully will have digitization scanner by our next meeting. Will pick this up in store and use our Tax ID number. Will look for a computer too; possibly an open box deal
  - Taking and 8-week class Collections Management Class for Museums. Looking at Policies/Procedures and Ethics.
  - Will be taking a class in January re. Exhibits
- **Nancy** – Invited all to a fundraiser at the Ram's Horn on Nov 7 5-8pm for Friends of the Library
- **Kathy** – No report
- **Mackenzie** – No report
- **Karen** - No Report
- **Curtis** – No Report

**9. Adjournment:** Motion by Marti, Seconded by Karen to adjourn. All in favor.  
Meeting adjourned at 7:54

**Announcements:**

- **Next Meeting: December 2, 2024 - 7pm in the Depot**
- **½ off Christmas Sale: Sunday Dec. 8 1-4pm**
- **No Open House or Meeting in January**

Respectfully Submitted –  
Marti VanEenenaam-Iwanicki, Recording Secretary

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2024 NORMAL (ABNORMAL)	MONTH 11/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	300.66	114.59	199.34	60.13
101-803-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 803 - HISTORICAL COMMISSION		500.00	300.66	114.59	199.34	60.13
TOTAL EXPENDITURES		500.00	300.66	114.59	199.34	60.13
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		500.00	300.66	114.59	199.34	60.13
NET OF REVENUES & EXPENDITURES		(500.00)	(300.66)	(114.59)	(199.34)	60.13

Fund 101 - GENERAL FUND

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 11/30/24	Available Balance	% Used
Expenditures					
Department 803: HISTORICAL COMMISSION					
702.000	ELECTED/APPOINTED OFFICIALS PAY	0.00	0.00	0.00	100.00
712.000	OVERTIME	0.00	0.00	0.00	100.00
713.000	FICA	0.00	0.00	0.00	100.00
714.000	MEDICARE	0.00	0.00	0.00	100.00
742.000	OPERATING SUPPLIES				
07/25/2024	AP REIMBURSEMENT FOR CLEANING SUPPLIES/HIST		1023586 14.82	Inv #: '8-12-2024'	Vendor 'MISC'
07/31/2024	AP REIMBURSEMENT FOR BANNER FOR 2024 FRASER		1023587 30.99	Inv #: '7-31-2024'	Vendor 'MISC'
07/31/2024	AP JULY 2024 CREDIT CARD		1031022 39.96	Inv #: '7-31-2024'	Vendor '10008'
07/31/2024	AP JULY 2024 CREDIT CARD		1031022 69.60	Inv #: '7-31-2024'	Vendor '10008'
09/17/2024	AP REIMBURSEMENT FOR SUPPLIES FOR GRANT APP		1033614 30.70	Inv #: '9-17-2024'	Vendor 'MISC'
11/01/2024	AP REIMBURSEMENT FOR TRUNK OR TREAT		1042361 114.59	Inv #: '11-13-2024'	Vendor 'MISC'
742.000	OPERATING SUPPLIES	500.00	300.66	199.34	60.13
930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	100.00
Total - Dept 803		500.00	300.66	199.34	60.13
Total Expenditures		500.00	300.66	199.34	60.13
NET OF REVENUES AND EXPENDITURES		(500.00)	(300.66)	(199.34)	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
11/01/2024			<b>101-803-001.000 CASH</b>		BEG. BALANCE		0.00
11/30/2024			101-803-001.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-702.000 ELECTED/APPOINTED OFFICIALS PA</b>		BEG. BALANCE		0.00
11/30/2024			101-803-702.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-704.000 WAGES - FULL TIME EMPLOYEES</b>		BEG. BALANCE		0.00
11/30/2024			101-803-704.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-712.000 OVERTIME</b>		BEG. BALANCE		0.00
11/30/2024			101-803-712.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-713.000 FICA</b>		BEG. BALANCE		0.00
11/30/2024			101-803-713.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-714.000 MEDICARE</b>		BEG. BALANCE		0.00
11/30/2024			101-803-714.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-718.000 LONGEVITY PAY</b>		BEG. BALANCE		0.00
11/30/2024			101-803-718.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-719.000 FOOD ALLOWANCE</b>		BEG. BALANCE		0.00
11/30/2024			101-803-719.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-724.100 HEALTH INSURANCE PREMIUMS (EMP)</b>		BEG. BALANCE		0.00
11/30/2024			101-803-724.100	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-742.000 OPERATING SUPPLIES</b>		BEG. BALANCE		186.07
11/01/2024	AP	INV	REIMBURSEMENT FOR TRUNK OR TREAT	11-13-2024	114.59		300.66
11/30/2024			101-803-742.000	END BALANCE	114.59	0.00	300.66
11/01/2024			<b>101-803-791.000 SUBSCRIPTIONS AND PUBLICATIONS</b>		BEG. BALANCE		0.00
11/30/2024			101-803-791.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-801.000 PROFESSIONAL/CONTRACTUAL SERVI</b>		BEG. BALANCE		0.00
11/30/2024			101-803-801.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-850.000 COMMUNICATIONS (PHONE AND CELL)</b>		BEG. BALANCE		0.00
11/30/2024			101-803-850.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-900.000 PHOTOGRAPHY</b>		BEG. BALANCE		0.00
11/30/2024			101-803-900.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-930.000 REPAIRS AND MAINTENANCE</b>		BEG. BALANCE		0.00
11/30/2024			101-803-930.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-960.000 MISCELLANEOUS</b>		BEG. BALANCE		0.00
11/30/2024			101-803-960.000	END BALANCE	0.00	0.00	0.00
11/01/2024			<b>101-803-972.000 CAPITAL OUTLAY</b>		BEG. BALANCE		0.00
11/30/2024			101-803-972.000	END BALANCE	0.00	0.00	0.00

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	BEG. BALANCE	ACTIVITY FOR		YEAR-TO-DATE		END BALANCE
			07/01/2024	MONTH 11/30/2024	THRU 11/30/24	11/30/2024		
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	INCREASE (DECREASE)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND								
101-000-379.000	FUND BALANCE - RESTRICTED - HISTORICAL		22,576.69	0.00		2,106.73		24,683.42

# Fraser Historical Commission

## Three Year Plan 2024-2025-2026

(Revised 11/2024)

### 2024

- Install Fence (complete)
- Sign/gate for Samantha's garden (complete)
- Begin digitization of photograph collection (complete)
- Recognition for 30<sup>th</sup> anniversary of Hemme Barn relocation to our site (signs complete)
- Approve Bylaws (complete)
- Work on Policies and Procedures (in process)
- Purchase our own digitization equipment (scanner and computer)
- Repair/replace damaged bricks in brick pathway (vendor chosen)

### 2025

- Resurface/Restripe Parking lot and approach
- Investigate Insulating Depot bathroom
- Investigate making Depot bathroom more ADA compliant (lower the sink, paper towel holder and mirror)
- Increase number of volunteers (garden, society, docents, etc.)
- Bring back elementary school field trips
- Add at least two additional events (e.g. plein art painting, story time, wreath making/craft making) besides sales and Open House events.
- Continue digitization of photos and documents with our own equipment
- 150<sup>th</sup> anniversary celebration – September 7, 2025
- Garden Related:
  - Assess and correct sprinkler situation...change sprinklers around house and Depot to drip irrigation
  - Increase landscaping (e.g. more flowers) around house and front sign
  - Trim trees on property
  - Repair Fairy Garden
  - New garden pathway

### 2026

- Inventory and review accession records of our collection.
- Possible deaccession of duplicate or damaged items, or items that don't fit our criteria.
- Possibly host Macomb Heritage Alliance meeting in April
- Add museum-style signage outside our buildings
- Evaluate/address accessibility of museum (potential portable ramp?)
  - Evaluate doorway and hall width for feasibility

### Ongoing Projects:

- Repurpose glass room for tours, exhibits, activities, digitization
- Clean out, organize basement
- Clean out/organize barn, clean up artifacts
- Assess/repair stairs from gift shop to glass room
- Manage/update museum exhibits
- Marketing/advertising Open Houses and Sales

To: Historical Commission

Date: 11/25/2024

From: Deputy City Clerk Greenia

Re: 2025 Meeting Dates

It has been customary for the City of Fraser Historical Commission to meet the first Monday of every month at 7:00 p.m. In following this schedule the 2025 meeting dates would be as follows:

January 6, 2025

May 5, 2025

September 1, 2025

February 3, 2025

June 2, 2025

October 6, 2025

March 3, 2025

July 7, 2025

November 3, 2025

April 7, 2025

August 4, 2025

December 1, 2025

In reviewing the dates above you may want to change the September meeting date from the 1<sup>st</sup> to the 8<sup>th</sup> as I believe the 1<sup>st</sup> is Labor Day. All the other dates appear free of conflict.

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1								1			1	2	3	4
6	7	8	9	10	11		2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	
13	14	15	16	17	18		9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	
20	21	22	23	24	25		16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	
27	28	29	30	31			23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							1
5	6	7	8	9	10		8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	
12	13	14	15	16	17		15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	
19	20	21	22	23	24		22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	
26	27	28	29	30	31		29	30						27	28	29	30	31			24	25	26	27	28	29	
																					31						
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6					1	2	3	4								1		1	2	3	4	5
8	9	10	11	12	13		5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	
15	16	17	18	19	20		12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	
22	23	24	25	26	27		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	
29	30						26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

# Fraser Historical Commission and Society

## 2025 Dates

JANUARY 2025						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	M	TU	W	TH	F	SA
				1	2	3
4*	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


SEPTEMBER 2025						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


OCTOBER 2025						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						


DECEMBER 2025						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Holiday

 Open House 1-4pm

 Open House/Barn Sale 9-4pm

 150th Celebration 9-4pm

 Historical Commission Mtg

 Historical Society Mtg

 Macomb Heritage Alliance Mtg

No Open House or meeting in January

\*May 4 - First Barn Sale/Plant Sale

Dec 7 - Santa Open House

February Open House pending weather

August 3 1/2 off Barn Sale

Dec 14 - 1/2 off Christmas Sale

April 6 - Easter Sales

Nov 2 - Christmas Pre-Sale

More Society meetings may be added