

**Sterling Heights Historical Commission**  
**April 11, 2019**  
**40433 Utica Road**  
**Sterling Heights, MI 48313**

**Minutes of Meeting**

- I. Call to Order  
Meeting was called to order at 6:02 p.m. by Turgeon.
- II. Roll Call  
Present: Cynthia Appleton, Nicholas Cavalli , John Connor, Douglas J. Harvey, Meghan Mott, Steven Pomaville, Mark Schell  
  
Staff Present: Tammy Turgeon, Library Director
- III. Approval of Agenda  
Motion to approve the agenda was made by Pomaville, supported by Cavalli.  
Motion carried.
- IV. Minutes of February 7, 2019  
Motion to approve the minutes of the February 7, 2019 meeting was made by Pomaville, supported by Connor. Motion carried.
- V. Communications/Reports/Correspondence
  - A. Update on House Status  
Basement has been cleaned up. Turgeon is working with Facilities staff and Risk Management regarding next steps for floors and windows on the first and second floors.
- VI. Unfinished Business
  - A. Names Project  
Harvey provided information about Warren Consolidated Schools.
  
  - B. Oral History Conversion Project  
Intern is working on.

C. Historical Display in Library

There will be a Collections theme for August - January. Nick will have two shelves, Meghan will have a shelf, and John will have a shelf. Turgeon will send a reminder email in July.

D. Historical Marker Program

No new applications.

E. May Historical Program (May 9, 7pm)

Appleton will sell books. Cavalli will also be there. The library will purchase a copy of the Faygo book, if not already in collection.

F. Memorial Day Parade (May 27)

Harvey, Connor, and Cavalli will be there. Turgeon will be there, but with the Library.

G. City Tour (June 8)

Tours will be at 9am, 11am and 1pm. Route has been updated. Mott will send update to review and finalize by May. Mott, Cavalli and Turgeon will do a drive through before the event.

H. Cemetery Walk (October 19)

Tours will be at 2pm, 4pm and 6pm. This will be the focus of the June meeting. Appleton has an outline for a cemetery walk that we can start with. Mott will ask Vercellone about who we should talk about that is buried in the cemetery.

I. Inventory / Policy Statement

Motion to adopt the policy statement was made by Cavalli, supported by Connor. Motion carried.

Motion to adopt the purpose statement was made by Schell, supported by Cavalli. Motion carried.

For the June meeting, Commission will work on creating a procedures manual. Turgeon will contact Kim Parr at Crocker House to see if she has something we can start with. As a part of the procedures manual we will have a donation form, receipt, and gift of deed.

J. Purchasing Items for the Upton House

\$250 of a donation to the Library will be used for archival supplies.

VII. New Business

A. 2019 Historical Commission Meeting Schedule

Motion was made by Appleton to approve the proposed meeting schedule, supported by Cavalli. Motion carried.

VIII. Communications from Citizens

Mott asked for someone to take over communications with volunteers.

IX. Adjourn

Motion to adjourn the meeting was made by Connor, seconded by Cavalli. Motion carried. Meeting adjourned at 7:20 p.m.

Next meeting: June 6, 2019 at 6 p.m. at Library

May 2<sup>nd</sup> at 6 p.m. at Library- Turgeon, Appleton, Mott, Schell, Cavalli, and Connor should attend meeting to review city bus tour route and information