

TROY HISTORIC COMMISSION MINUTES – FINAL**JANUARY 22, 2008**

The regular meeting of the Troy Historic Commission was held Tuesday, January 22, 2008 at the Troy Museum & Historic Village. Rosemary Kornacki called the meeting to order at 7:35 P.M.

ROLL CALL **PRESENT:** Rosemary Kornacki
 Vera Milz
 Terry Navratil
 Brian Wattles
 Kevin Lindsey
 Roger Kaniarz
 Janice Chen, Student Rep
 Loraine Campbell, Museum Manager
 Cathy Russ, Library Director

ABSENT: Remedios Solarte

Resolution #HDC-2008-01-001**Moved by Wattles****Seconded by Navratil****RESOLVED, That the absence of Solarte be excused**

Yes: 6 —Kornacki, Milz, Navratil, Lindsey, Kaniarz and Wattles

No: 0

MOTION CARRIED**Resolution #HDC-2008-01-002****Moved by Wattles****Seconded by Milz****RESOLVED, That the minutes of October 23, 2007 be approved**

Yes: 6 —Kornacki, Milz, Navratil, Lindsey, Kaniarz and Wattles

No: 0

MOTION CARRIED**Old Business****A. Capital Projects**

Electrical Repairs

Troy Electric completed repairs to the punctured conduit between the church and parsonage, and changed the wiring in the church from 3-phase to 1-phase. The total cost was \$2,600. The church basement is now dry. We will have to replace part of the base cabinet where the sink is due to water damage and mold.

Wagon Shop

Robin Adair completed repairs to the deteriorated wood. Mr. Adair found much more rotted wood than anyone anticipated. The total cost for these repairs was \$4,900.

Three contractors have submitted quotes to repair and re-glaze the wagon shop windows. The low bid was by Robin Adair for \$2,800.

Lorraine is also collecting prices to restore the double doors on the north side of the shop, including construction of a cover for the door track. Those repairs will be made in the spring.

Lorraine and the blacksmiths are investigating sources for gutters for the building. Options include purchasing or fabricating wooden gutters or fabricating gutters from a material like Hardiplank.

In November the blacksmiths and woodworkers reorganized and rearranged the equipment inside the shop to improve workspaces, public access and traffic flow while maintaining safety.

General Store

Lorraine is collecting prices to replace the north double doors and repair the door jam and exterior trim around those doors.

Lorraine is working with Mark Stimac to complete the specs to strip and stain the General Store. She will see stripping and staining the print shop can be added to the bid.

Poppleton School

If funds remain in the FY 2007-08 General Repairs account Lorraine will seek authorization to make masonry repairs to Poppleton School including the chimney, concrete sill, and brick repairs around the accessibility ramp railings.

B. Programs

See Attendance Reports.

C. Attendance

See attached reports.

D. Grants

The museum was not awarded a Detroit Program operations grant. Lorraine spoke with Maud Lyon who was in charge of the review process. It appears that the grants were awarded to fine arts institutions rather than Historical museums. There will probably be a second, spring application opportunity. Maud suggested that the award criteria will be clearer and that historical museums should receive more positive consideration.

E. Collections

William Boardman has submitted a second, short list for items to be deaccessioned. Upon approval of this list he will establish ownership of the items and proceed with the disposal procedure. The items on the list are in very poor condition and should net less than \$300.

Resolution #HDC-2008-01-003

Moved by Milz

Seconded by Navratil

RESOLVED, That the request to de-accession materials on attached list be approved as submitted with the exception of the

Troy commemorative plates. The plates may be given as gifts to volunteers.

Yes: 6 —Kornacki, Milz, Navratil, Lindsey, Kaniarz and Wattles
No: 0

MOTION CARRIED

Victoria Baldwin, a senior majoring in Archeology at Central Michigan University, has begun a semester-long internship working with Bill Boardman in the museums collections. Her first project is to clean, organize and catalogue the artifacts recovered by Oakland University archeology students who completed in 2003 test digs at the Square Lake Road sites of the church and parsonage. Ms. Baldwin is working 16 hrs/ week for 15 weeks.

F. Mission and Vision Statements

Following the recommendations of the 2007 MAP, Loraine met with representatives from staff, the Historical Society, Historic District Commission and the Historical Commission to review three versions of the Museum mission statement that have been used since 2000. The review also considered the best practices for museum mission and vision statements as detailed in ***Museum Mission Statements: Building a Distinct Identity*** and recommended by the MAP evaluator. The revised mission and vision statements are concise and outward focused. The staff and review committee refrained purposefully from using jargon and buzz words. Loraine requests that the commission formally approve and adopt these statements.

Resolution #HDC-2008-01-004

Moved by Navratil

Seconded by Kaniarz

RESOLVED, That the following be approved as the Mission and Vision Statements of the Troy museum & Historic Village:

Mission Statement:

The Troy Museum & Historic Village preserves and interprets the history and heritage of Troy and the region for our diverse community and provides a unique setting for life-long learning.

Vision:

The Troy Museum & Historic Village is recognized as an outstanding cultural destination in southeast Michigan that emphasizes learning by interaction among students, visitors, volunteers and staff and stimulates curiosity, awareness and appreciation of regional history and heritage.

Yes: 6 —Kornacki, Milz, Navratil, Lindsey, Kaniarz and Wattles
No: 0

New Business

A. FY 2008/09 Budget

All departments have been asked to review each line item critically and to reduce expenditures wherever possible.

Loraine is preparing a 5-year budget forecast for museum capital projects. she has also submitted a memo requesting Human Resources to reevaluate the pay ranges of the Archivist and Museum Aide positions. Presently the Museum Aides pay is compatible with city employees requiring high school diplomas or GED certificates. Positions at other regional museums with job descriptions similar to Museum Aide- Interpreter have starting salaries that are \$2-\$6/ hr higher. A review of the findings of the 2004 A*Census of professional Archivists also shows that our salary range is not competitive.

B. Expansion Update

The Historic District Study Committee did not meet in October because of a lack of quorum. The Preliminary Report to amend the Museum Historic District boundaries will be held on Tuesday, November 6.

Architect Selection

Hopkins Burns Design Studio was unanimously chosen by the selection committee. The firm was the second lowest bidder with a total fee of \$219,265. Eugene Hopkins has extensive experience as a historic restoration architect. He submitted as his team JJR, a nationally recognized land planning and design firm that will oversee LEED accreditation, Robert M. Darvas Associates, consulting structural engineers and Peter Basso Associates, mechanical engineers.

The architects have scheduled a planning and visioning meeting on January 29, 2008. The Heritage Campaign committee, Cathy Russ, John Lamerato, rosemary Kornacki and Gene Hopkins and Tamara Burns and Gene Billedeaux of JJR are included in this meeting. They will set a schedule of additional meetings and public classrooms.

Loraine will complete and submit the rezoning application for the residential properties acquired for the museum expansion before the end of the year.

C. Troy Historical Society Liaison Report

The Society raised \$5,448 through their annual giving appeal sent out in November.

D. Reports and Communications

a. Staff

None

b. Visitor

None

c. Commission Members

None

The Troy Historic Commission Meeting was adjourned at 9:30p.m. The next regular meeting will be held Tuesday, March 25, 2008 at the Troy Museum & Historic Village.

Rosemary Kornacki
Chairperson

Loraine Campbell
Recording Secretary

**Comparison of Education Program
FY 2006/07 and FY 2007/08**

Date	# Prgms.	# Attnd	Troy Groups	# Staff	Prg Fee
Sep 2006	7	303	3	13	1,171.50
Oct 2006	31	1407	0	47	\$5,044.00
Nov 2006	28	1,182	6	44	\$4,404.00
Dec 2006	11	718	5	27	\$3,033.00
Jan 2007	12	905	1	36	\$4,175.00
Feb 2007	11	806	1	27	\$3,622.00
Mar 2007	26	1590	3	58	\$6,825.00
Apr 2007	41	1236	31	49	\$3,650.00
May 2007	68	2176	47	76	\$6,130.00
Jun 2007	10	661	1	14	\$2,754.00
Total	245	10,984	98	391	\$40,808.50
Sep 2007	5	325	0	7	\$1,258.00
Oct 2007	31	1,553	8	51	\$5,347.00
Nov 2007	21	997	2	38	\$4,244.00
Dec 2007	13	734	5	29	\$3,645.00
Jan 2008	0	0	0	0	0
Feb 2008	0	0	0	0	0
Mar 2008	0	0	0	0	0
Apr 2008	0	0	0	0	0
May 2008	0	0	0	0	0
Jun 2008	0	0	0	0	0
Total	70	3,309	15	125	\$14,494

The number of groups and the number of program attendees is 7.5% lower for the first four months of the school year. However revenues are 6% higher. Reservations for January and February are significantly higher for 2008.

**Comparison of Public Visitation
FY 2006/07 and FY 2007/08**

Date	Walk-In	#Attending Programs	#Meetings/ Facilities Rentals	Facilities Rentals Fees	Total Visitors
Jul 2006	702	2,003	4	\$350.00	2,705
Aug 2006	878	1,033	8	\$1,050.00	1,911
Sep 2006	425	664	12	\$700.00	1,089
Oct 2006	511	881	11	\$700.00	1,392
Nov 2006	586	664	10	\$700.00	1,250
Dec 2006	425	1,132	6	\$350.00	1,551
Jan 2007	377	292	6	\$25.00	669
Feb 2007	235	140	4	0	375
Mar 2007	329	178	7	0	507
Apr 2007	491	212	7	\$350.00	703
May 2007	494	327	10	\$400.00	821
Jun 2007	742	147	16		889
Total	6,195	7,673	101	\$4,625.00	13,862
Jul 2007	971	1,532	6	\$950.00	2,503
Aug 2007	898	574	9	\$975.00	1,472
Sep 2007	363	977	5	\$750.00	1,340
Oct 2007	701	945	9	\$350.00	1,646
Nov 2007	422	315	9	\$800.00	757
Dec 2007	332	862	2	0	1,194
Jan 2008	0	0	0	0	0
Feb 2008	0	0	0	0	0
Mar 2008	0	0	0	0	0
Apr 2008	0	0	0	0	0
May 2008	0	0	0	0	0
Jun 2008	0	0	0	0	0
Total	3,687	5,205	40	\$3,825.00	8,912

Comparisons First Half 2006 and 2007:

Walk-in attendance: + 4%
 Program attendance -18.3%
 Total attendance -10%.
 Facilities rental income equal

