



**Monroe County Museum System Board of Trustees
Regular Meeting**

Wednesday, 9 July 2025 @ 7 pm
126 South Monroe Street
Monroe, Michigan 48161

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of 11 June 2025
5. Public Comment
6. Markers Committee
7. Projects Fund Committee
 1. City of Monroe - 2024 Woodland Cemetery Gateway Project - Extension Request - Letter Attached - **Action Needed**
 2. River Raisin Centre for the Arts - 2024 Brick Facade Project - Extension Request - Letter Attached - **Action Needed**
 3. Berlin Charter Township Historical Society - 2025 Markers Project - Project Change Request - Letter Attached - **Action Needed**
8. Awards Committee
9. New Business
 1. Department Report
 2. Acceptance of Accessions - **Action Needed**
 3. Approval of Deaccessions - **Action Needed**
10. Old Business
 1. Museum Expansion Update
11. Public Comment
12. Board Comments
13. Adjournment

Next Meeting

Wednesday, 13 August 2025 @ 7 pm
Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

2025 Monroe County Museum System Board of Trustees

(All terms expire 31 December 2026)

Officers	Trustees
Chair Brian Egen, County District 6	Trustee Emeritus Richard Micka
Vice Chair Michelle Lavoy, County District 5	Trustee Barbara Roe, County District 1
Secretary Michael Humphries, County District 8	Trustee Thomas Heywood, County District 2
Immediate Past Chair Hobby Nels	Trustee Sue Wagers, County District 3
	Trustee L William Conner, County District 4
	Trustee Anne Noland, County District 7
	Trustee Nick Guthrie, County District 9

2025 Board of Trustees Committees

(Appointed annually by the board chair)

Executive Committee	<i>Board:</i> Brian Egen (Chair), Michelle Lavoy, Michael Humphries, Hobby Nels <i>Staff:</i> Andrew Clark, JJ Przewozniak
Awards Committee	<i>Board:</i> Michelle Lavoy, Anne Noland, Sue Wagers <i>Staff:</i> Andrew Clark
Markers Committee	<i>Board:</i> Nick Guthrie (Chair), Brian Egen, Michael Humphries, Barbara Roe <i>Staff:</i> Andrew Clark, JJ Przewozniak
Projects Committee	<i>Board:</i> Michael Humphries (Chair), Bill Conner, Brian Egen, Nick Guthrie <i>Staff:</i> Andrew Clark

Mission Statement of the Monroe County Museum System

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's reach and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

Monroe County Museum System Board of Trustees
Meeting Minutes: Wednesday, June 11, 2025 // 7:00 PM
Held at the Monroe County Museum
126 South Monroe Street, Monroe, MI 48161

Attendance:

Brian Egen, Chair	District 6	Present
Richard Micka, Trustee		
Mike Humphries, Secretary	District 8	Present
Hobby Nels, Immediate		
Nick Guthrie	District 9	Present
Thomas Heywood	District 2	Present
Michelle LaVoy	District 5	Present
Barbara Roe	District 1	Present
Sue Wagers	District 3	Present
L. William Connor	District 4	Absent
Anne Noland	District 7	Absent/Excused

Museum System Staff

JJ Przewozniak, Deputy Director
Robert Lutey, Registrar

The meeting was called to order at 7:00 PM, and roll call was taken by Chairman Egen. Nick Guthrie made a motion to approve the agenda, which was supported by Hobby Nels, and passed unanimously.

1st Public Comment: None.

Markers Committee Update: Nick Guthrie said that there were no major updates to report at this time.

Projects Fund Committee Update: Mike Humphries said there were no major updates at this time, and informed all that the committee was currently working through a resolution regarding a previous project applicant. Some discussion ensued with Chairman Egen.

Awards Committee Update: Michelle LaVoy let the board know that things were moving forward following the approval of the awardees in accordance with last month's planning meeting. She reminded all that the date for the SoS Award Ceremony is Wednesday, September 10, 2025, to be held in conjunction with the regular September meeting of the BoT. Chairman Egen inquired about the awardee selection process, and M. LaVoy replied that the awardees were selected based on a vote last month, and that they would soon be contacted.

New Business: Staff reports, accessions/deaccessions, and meeting minutes for May 2025 were not included in the meeting packet. These documents will be combined for the next month's BoT meeting.

Chairman Egen formally recognized the service of Lynn Reaume. Michelle LaVoy proceeded with an announcement (tying into the previously discussed Awards Committee Update) of Lynn's forthcoming receipt of the newly-created Matthew Switlik Monroe County Museum System Service Award (working title). She continued that the award is intended to recognize museum staff who have performed distinguished service to the MCMS and community, and presented the news to Lynn on behalf of the BoT and the SoS Awards Committee, with the award itself to be presented on September 10.

Chairman Egen invited all trustees to express gratitude for Lynn's service to the MCMS. Those invited all shared warm anecdotes that highlighted Lynn's extensive and impactful service to our community through various roles and eras at the Monroe County Museum.

Old Business: Chairman Egen provided an update, announcing that on Tuesday, June 3, the County of Monroe Board of Commissioners approved the funding to the MCMS for a museum building expansion, in accordance with, and in fulfillment of, the planning and organizing trajectory conducted over the past couple years. He conveyed that County leadership expressed a desire to move forward quickly. He continued by highlighting the long effort that had led to this point, congratulating museum staff and trustees past and present, and finally inviting the BoT to share feedback and/or ask questions.

Discussion ensued with several trustees weighing in. Several expressed thoughts of congratulations, eagerness, and recognition of the various and diverse efforts of museum affiliates throughout the years.

2nd Public Comment: Lynn Reaume expressed gratitude for the recognition and heartfelt sentiments on the occasion of her retirement from the Monroe County Museum System.

Board Comments: Chairman Egen requested a moment of silence in honor of the recent passing of Marjorie Sieb (b. 1931), for whom along with her late husband Dick

Sieb (1931-2021), Sieb Hall had been named in honor of their contributions to the museum.

Dick Micka noted a typo on the meeting agenda. Other trustees reaffirmed their excitement for the upcoming building expansion and congratulations for Lynn. Barbara Roe expressed thanks to Lynn on behalf of the Dundee Old Mill and the GSMC. Discussion ensued regarding the pace of the museum expansion, interior design, and other assorted topics. Tom Heywood suggested the formation of a construction committee and manager who could answer questions, and continued to express additional approaches related to related issues. Chairman Egen responded by affirming concerns and suggested potentially working towards appointing a construction manager with experience in historic buildings and adaptive reuse, rather than a general contractor.

Nick Guthrie made a motion to adjourn, which was seconded by Mike Humphries and passed unanimously.

The meeting was adjourned at 7: 51 PM.

These minutes were prepared by JJ Przewozniak on June 15, 2025.

Projects Fund Committee

7.1. City of Monroe - 2024 Woodland Cemetery Gateway Project - Extension Request - Letter Attached - Action Needed

7.2. River Raisin Centre for the Arts - 2024 Brick Facade Project - Extension Request - Letter Attached - Action Needed

7.3. Berlin Charter Township Historical Society - 2025 Markers Project - Project Change Request - Letter Attached - Action Needed



June 11, 2025

Historical Project Fund Committee
126 South Monroe Street
Monroe, MI 48161

Historical Project Fund Committee:

The City of Monroe is requesting an extension of the \$20,000 grant that was awarded in August 2024 for the Woodland Cemetery Gateway Project.

The project is still in development and will require additional time for completion.

Thank you again for your consideration and support. If you have any questions or require additional information, please reach out and I will be happy to assist.

Regards,

Katelyn McBreairty

Katelyn McBreairty
Grants Coordinator





June 18, 2025

Director Andrew Clark
Monroe County Museum System
126 S. Monroe Monroe, MI 48161

Dear Mr. Clark,

On behalf of the River Raisin Centre for the Arts, I would like to express our sincere gratitude for the generous support we have received through the 2024 Monroe County Museum System Historical Projects Grant. The funding of \$20,000 has been crucial in advancing our efforts to repair the brickwork on the theatre façade, a vital part of preserving this important community asset.

However, we are writing to respectfully request an extension for the completion of this project. Initially, we had received bids from contractors outside of Monroe, which, unfortunately, were significantly higher than anticipated. As a result, we are now working with local contractors who are not only more aligned with our budget but also reflect our commitment to supporting Monroe's economy and community talent.

This additional time will allow us to finalize contracts and properly schedule the work with these local contractors to ensure the highest quality of craftsmanship. Additionally, we will have a dedicated volunteer assisting with administrative tasks, cleaning, and monitoring the project to help keep everything on track and ensure responsible stewardship of the grant funds.

We would greatly appreciate your consideration of this extension request. We remain fully committed to preserving the historical integrity of the River Raisin Centre for the Arts and to continuing to serve our community.

Thank you once again for your support, and we look forward to moving ahead with this important restoration effort with your help.

Sincerely,

A handwritten signature in black ink, appearing to be "Amber Wisniewski".

Amber Wisniewski, *Executive Director*

Attached: Great Lakes Concrete Restoration Bid

Great Lakes

Concrete Restoration, Inc.

622 E. Woodruff • Toledo, OH 43604 • PH: (419) 255-8209 • FX: (419) 255-8219
www.greatlakesconcreterestoration.com

Tuesday, May 13, 2025

River Raisin Centre For the Arts
114 S. Monroe Street
Monroe, Mi

Attn: Ms. Stacey Bellino

RE: 114 S. Monroe Street

Per your request, we are pleased to submit this formal proposal for the restoration services listed below. This proposal is based on our site inspection 5.12.25 of the above location. Great Lakes Concrete Restoration to provide labor, equipment, materials, and insurance to perform the following scope of work:

NOTE- this proposal is targeted to repair the most critical structural deterioration of the masonry veneer.

Work Area: Masonry Veneer of Commercial Building

Scope of Work:

Provide project management, job site mobilization, guidelines for safety of workmen and building occupants. Contractor's equipment and work practices to meet OSHA's safety standards.

Shore masonry veneer as required and remove masonry as to extract rusting steel support system above openings. Replace existing with new support steel, provide and install membrane flashing over new support system. Rebuild masonry as required with salvaged or similar materials. Note- this glazed masonry unit will be difficult to match.

The following locations are to receive the new structural support system:

South elevation – 1st floor bathroom header, 2nd floor above louver

West elevation- corner single entry service door, and stage door header

West- South corner entry door: remove steel post, provide additional concrete base support and infill masonry voids at corner as required.

South elevation- from grade up 4 glazed block units – smaller holes in block can be fill with color tinted mortar. Large voids – infill with similar block as much as possible. Approx. 80 locations for all repairs

Final job site clean-up and demobilize.

Budgetary estimate to perform above work for the sum of: \$18,500.00 to \$20,000.00

Terms: Net 45 days.

We appreciate the opportunity to provide a quotation and look forward to working with you on this project. The above quotation will remain in effect for a period of 20 days. If you have any questions, or need additional information, please contact our office.

Sincerely,

Great Lakes Concrete Restoration Inc.

Anthony Serra

Anthony Serra/ President



Andrew Clark <andy_clark@monroemi.org>

Request to Change MCMS Grant Topic and Location

Stephanie Hawkins <stephhawkins@hotmail.com>

Wed, Jul 2, 2025 at 11:25 AM

To: Andrew Clark <andy_clark@monroemi.org>

Cc: Amy Rogalski <a.rogalski@charter.net>, Sue Wagers <skwagers@gmail.com>, Diana Masserant <dmasserant@yahoo.com>, Daniel Van Wasshenova <dcvanwas@hotmail.com>, Kyla Masserant <kymazz12@gmail.com>, Neil Masserant <nmazz_2005@hotmail.com>

Dear Andy,

We are writing to formally request approval to change the topic and location of our 2025 MCMS historical marker grant.

Background: After receiving our MCMS grant award for a South Rockwood UMC/John Strong historical marker, we were subsequently awarded an America250 grant for the same project. This allows us to use the America250 funds for the original SRUMC/John Strong marker while redirecting our MCMS grant to another worthy historical topic.

Requested Change: We would like to change our MCMS grant project to a historical marker featuring:

- **Topic:** Newport Community Church (one side) and Newport District No. 6 School (other side)
- **Location:** Newport Community Church property

Approvals Obtained:

- Our historical society board has approved this change
- The Newport Community Church board has given their approval to partner with us and allow marker placement on their property

Site Considerations: The church is planning a building expansion, so the exact marker placement will be coordinated with them to ensure appropriate visibility and location.

We believe this change allows us to maximize the impact of both grants while highlighting additional important local history. Please forward this request to the committee for their review and approval.

Thank you for your assistance with this matter.

Best regards,

Stephanie Hawkins

President, Berlin Township Historical Society

MONROE COUNTY MUSEUM SYSTEM

Department Report

Submitted by Andrew Clark, Director

with contributions from

JJ Przewozniak, Deputy Director and Robert Lutey, County Historian (Acting)

Wednesday, 9 July 2025

Organizational Operations

County Museum

Hours of operation are Sundays through Saturdays, 10 am to 5 pm.

County Archives

Hours of operation are by appointment and via phone, mail, and email.

Territorial Park

Thursdays, Fridays, and Saturdays, 10 am to 4 pm.

Vietnam Veterans Museum

Fridays and Saturdays, 10 am to 4 pm.

St Antoine's Historic Site

Grounds are open year round.

Upcoming Closures

1 September, Labor Day

11 November, Veterans Day

27-28 November, Thanksgiving

24-25 December, Christmas

31 December, New Year's Eve

Maintenance and Operations

Museum and Archives

Nothing of significance to report.

Territorial Park

Loop Trail work continues around the park. It is estimated that bridge work will be finished very soon and it will be open well before Fair Week. Trail construction, however, will continue into the Fall.

Staff continues to make steady improvements to the 1817 farmstead. Additional details in the Programs section.

Vietnam Veterans Memorial and Museum

Nothing to report.

St Antoine's Historic Site Memorial

Nothing to report.

Programs

Submitted by JJ Przewozniak, Deputy Director

General:

- From Wednesday, June 4 to Friday, June 6, we hosted Douglas Elementary for a substantial (and fun) field trip.

Territorial Park:

- On Monday, June 9, the gravel paths around the eastern end of Territorial Park were improved and expanded to better accommodate visitor traffic.
- On Tuesday, June 10, the buildings at TPRR received their annual stinging insect treatment.
- We've been working on the 2-post fence all month as time allowed, which has been short due to inclement weather, and working outside of living history hours. At the time of this writing, all fence posts have been constructed and we anticipate a rapid installation in the near future with the help of Thoma Trucking's excavator and crew.
- Throughout the month, ongoing regular work went on as usual at TPRR. This includes grounds maintenance, field work, and garden care, and varied 1817 lifeways demonstrations every Thursday-Saturday, which includes earthen oven baking, hearth cooking, and assorted era-appropriate demonstrations/farm chores during open hours.

Miscellaneous:

- On Friday, June 13, I helped transfer damaged books over to the Papermill School for cleaning.
- On Saturday, June 21, I attended the grand opening of the River Raisin National Battlefield Park Visitors' Center. We participated by staffing a table with promotional goodies and info about the MCMS. A good time was had by all. Congratulations to all involved with the NPS for this special achievement.
- Various background preparation goes on for this year's events. This includes but it not limited to: development of educational and performative content, locating and purchasing props and demonstration supplies, maintenance/upkeep of props and supplies, and meetings with volunteers and contractors.
- All are invited to *Promoting the Public Good* this Saturday July 12, in honor of Monroe being a county for 208 years.

Collections and Archives

Submitted by Robert Lutey, County Historian (Acting)

Research requests/contacts: 121

Phone: 26

Mail: 7 (16 obits)

Email: 63

In-person: 25

Deputy Director Przewozniak and I, along with assistance from Director Clark, transported the remaining damaged Monroe Evening News books out of the museum and to Papermill School for mold treatment. I will be working on this project throughout the summer and plan on finishing by early September.

Dr. John Chenoweth returned the archaeological materials he and his students have been working on for the last couple of years on June 10. These materials have been sorted and organized in archival-grade bags. We thank John and his students for their dedication and professionalism throughout this project.

Director Clark and I had an initial meeting with Jacob Perry, the county's IT Director, to discuss digital collections initiatives, potential platforms, etc.

There was a Collections Committee meeting on June 27. Topics of discussion included the need to rework the museum's collections policy and the implementation of posted public hours for the archives.

Other Local History Division work has included obituary related tasks, general filing, exhibit work, donation processing, Capaul photo collection processing, and the preparation of the next set of artifacts to be transported to Mark Gervasi, the conservator we have been working with.

Building Program

The request for proposals for architectural and design services for the expansion was posted 17 June and closes 18 July.

Once the architectural and design services portion is completed, the next major phase is project bidding with a target of November to have the contractor selected. Currently, there is an initial construction target to begin in December with all of 2026 devoted to construction. Occupancy of the expansion is slated to occur in the first quarter of 2027.

Markers Program

Nothing of significance to report.

Historical Projects Fund

See July agenda items 7.1, 7.2, and 7.3.

Awards Program

Everything appears to be on track for the Spirit of Service Awards to be held at Territorial Park on Wednesday, the 10th of September.

Personnel Updates

Lynn Reaume retired from the position of County Historian in early June.

Robert Lutey has been appointed County Historian (Acting).

Dana Holsomback has picked up extra time in the County Archives to assist with projects and learn the general operations of the Collections Division.

In light of the significant personnel changes as well as the pending expansion, I am in the process of a staff reorganization which I anticipate will be completed sometime in early Fall.

Monroe County Museum System
Collections Division
Accessions Report
June 2025

Accession Number	Donor	Item(s)
2025.39	Altrusa Club of Monroe	Pending.
2025.43	Genealogical Society of Monroe County	Pin commemorating 40th anniversary.
2025.44	Daniel Bain	Headband and pouch from the Vietnam War.
2025.45	Zane Gilbert	Film splicer.
2025.46	Linda Downer	Letters, vacuum tubes, lighter, and other archival materials.
2025.47	Lawrence Armstrong	Mortgage document, 1856.

There were no non-accession transfers made in June of 2025.

Monroe County Museum System

Collections Division

Deaccessions Report

June 2025

Object Identification Number	Donor	Item(s)/Reason
2025.42.1	Norman Evans	Framed military medals board. The donor wanted to give it to his grandson and had donated it to the museum without asking him.