



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

Wednesday, 13 August 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 20 May 2025
5. Approval of Minutes from Regular Meeting of 9 July 2025
6. Public Comment
7. Markers Committee
8. Projects Fund Committee
 1. City of Monroe - 2024 Woodland Cemetery Gateway Project - Extension Request - Letter Attached - **Action Needed**
9. Awards Committee
10. New Business
 1. Department Report
 2. Acceptance of Accessions - **Action Needed**
 3. Approval of Deaccessions - **Action Needed**
11. Old Business
 1. Museum Expansion Update
12. Public Comment
13. Board Comments
14. Adjournment

Next Meeting

TBA // Call of the Chair
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
May 20th, 2025 at 7:00 p.m.
Monroe County Museum, 126 South Monroe Street, Monroe

Present: Barbara Roe, District 1	Tom Heywood, District 2	Sue Wagers, District 3
William Conner, District 4	Michelle LaVoy, District 5	Brian Egen, District 6
Anne Noland, District 7	Michael Humphries, District 8	Hobby Nels, Past Chairman

Excused: Nick Guthrie, District 9	Absent: Richard Micka, Emeritus
Museum Staff: Director Andy Clark	Lynn Reaume, County Historian
Guests: none	

At 7:00 Chairman Egen called the meeting to order and roll was called by Secretary Humphries. There was a quorum.

Approval of the Agenda: Motion was made to accept as written by T. Heywood, seconded by S. Wagers, and passed.

Approval of Minutes of March 12th, 2025 Meeting: W. Conner made a motion to accept the meeting minutes as written, seconded by M. Humphries, and passed.

Public Comment #1: none

Committee Updates:

Historical Markers Committee: Director Clark said there were markers ready to install.

Projects Committee: Chairman Humphries reported the committee's recommendations to the trustees. Annual Project awards total \$60,000 with the current requests for \$45,306.17. This leaves approximately \$14,000 in the fund for possible later open applications. The committee recommended approval for all the projects and each applicant was considered.

Applicants:

- Labor History Museum: Before discussion, Trustees W. Conner and H. Nels recused themselves and abstained from the vote so as to not have any influence. Chairman B. Egen also abstained from the vote but remained to answer questions.
The Labor Museum requests \$20,000 to start Phase 1 of producing a PBS-style documentary on Monroe's Newton Steel Strike of 1937. Motion was made to approve this project and the motion passed unanimously with verbal vote.
- Berlin Charter Township Historical Society: Requests \$3,230.00 to acquire two historical markers- one on the South Rockwood Church, and prominent resident John Strong. S. Wagers, a member of the society, briefly explained the importance, and abstained from the vote which was verbal and unanimous. The Markers Committee will work on the text approval.
- Dundee Old Mill: Requests \$4,896.00 to acquire two historical markers- one for Oak Grove cemetery and the other for Maplegrove Cemetery. B. Roe abstained from the verbal vote, which was unanimous to approve. The Markers Committee will work on the text approval.

- Erie Area Historians: Requests \$1,161.00 to purchase a metal cabinet to install in the Erie Library (approved by the library). They are a first-time applicant. Motion was made and verbal call taken, and unanimously approved.
- Genealogical Society of Monroe Co: Requests \$7,416.67 to continue the newspaper digitization project. This project has already shown to be an important one. Verbal vote was unanimous
- Exeter Township Historical Society: Requests \$7,140 to refurbish six windows in the historic township hall. Verbal vote was unanimous.

Spirit of Service Committee: Chairperson LaVoy noted that moving to an annual event had been previously discussed, instead of every two years as it is now. There was talk about adding the Hall of Fame award with it to gain more attendance (probably in 2026). It was decided without vote that the Awards event will be annual, and at the Territorial Park if possible. The Committee recommends:

- Exploration Award: The Ida Backyard History class, organized and taught by Ida teacher Jeremy Potter on local Ida History and resulting in tours of Ida.
- Connection Award: The Monroe News (a/k/a Monroe Evening News) which involved real life storytelling and a mirror to Monroe County life. Its legacy, as stored at the museum is of vast importance.
- Illumination Award: Genealogist Loretta Durham who has made a great impact in Monroe County history, genealogy and G.S.M.C.

Motion was made by M. Humphries and seconded by T. Heywood to accept the committee's endorsements, and passed unanimously.

New Business: Motion was made by T. Heywood, seconded by W. Conner to accept March and April Staff Reports as written; passed.

New Accessions or Deaccessions: Motion was made by M. LaVoy, seconded by M. Humphries to accept the March and April Accessions to Archives & Collections and passed.

Motion was made by M. LaVoy, supported by M. Humphries to accept the Deaccessions from March and April; passed.

Old Business: Museum Addition update- Director Clark and Chairman Egen met with County CEO Mike Bosanac. They will prepare a presentation to give before the County Board at their meeting on June 3rd at 6:00 p.m. Mr. Bosanac will work on the financials. The original design package is well considered, with the possibility of amendments if selected.

Public Comment #2: none

Board Comments: M. Humphries thanked the Trustees for their support of the committee work done on the committee projects.

W. Conner commented on the good improvement of the streamlining of the applications process. Director Clark announced the opening of the seasonal sites of the Territorial Park. The Vietnam Veterans Museum at Heck Park will be open on Friday and Saturday with staff.

Chairman Egen reported that the 2019 River Raisin documentary “A Comeback Story” has won the Gold level Telly Award.

County Historian L. Reaume announced that she would be retiring from County full-time in June.

With no other business to discuss, motion was made by M. Humphries to adjourn, seconded by W. Conner and the meeting was concluded at 8:02 p.m.

Lynn W. Reaume
Acting Recording Secretary
21 May 2025

Monroe County Museum System Board of Trustees
Meeting Minutes: Wednesday, July 9, 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 Emeritus		Present
Mike Humphries, Secretary	District 8	Present
Hobby Nels, Immediate Past Chair		Present
Nick Guthrie	District 9	Present
Thomas Heywood	District 2	Present
Michelle LaVoy, Vice Chair	District 5	Present
Barbara Roe	District 1	Present
Sue Wagers	District 3	Present
L. William Conner, Jr.	District 4	Present
Anne Noland	District 7	Present

Museum System Staff

Andrew Clark, Director

JJ Przewozniak, Deputy Director

Robert Lutey, County Historian (Acting)

The meeting was called to order at 7:00 PM, and roll call was taken by Chairman Egen. Thomas Heywood made a motion to approve the agenda, which was supported by Michelle LaVoy, and passed unanimously.

1st Public Comment: None

Markers Committee Update: Nick Guthrie said that the reinstallation of markers will likely commence after fair week. The Old Mill has sent in their paperwork, but Berlin Township has not. Nick Guthrie added that Andrew Clark is waiting to hear back from Sewah.

Projects Fund Committee Update: Mike Humphries said that the committee received letters from three organizations requesting extensions or changes to existing awards. These included the City of Monroe for their Woodland Cemetery gateway project, the River Raisin Centre for the Arts for their brick façade project, and the Berlin Charter Township Historical Society for their markers project. The City of Monroe and the River Raisin Centre for the Arts both

requested one year extensions from the end of the current deadline and the Berlin Charter Township Historical Society requested that they be permitted to use award funds for a different historical marker. Discussion ensued, in which Sue Wagers commented that if approved, the Berlin Charter Township Historical Society would have a marker at each of its three churches built during the 1880s. Michelle LaVoy noted that the City of Monroe's reason for their request was vague. Other trustees agreed with her.

Nick Guthrie made a motion to table the City of Monroe's request until next month, pending further clarification of the reasoning for their request. The motion was supported by L. William Conner. Michelle LaVoy abstained from the vote, which otherwise passed unanimously.

Mike Humphries made a motion to grant the River Raisin Centre for the Art's extension request, and was supported by Nick Guthrie. It passed unanimously.

Mike Humphries made a motion to allow the Berlin Charter Township Historical Society to change the subject of their approved sign. It was supported by Michelle LaVoy and passed unanimously, with the exception of Sue Wagers, who abstained.

Awards Committee Update: Michelle LaVoy said that there were no major updates to report at this time.

New Business: Thomas Heywood made a motion to accept the department reports as written. It was supported by Nick Guthrie and passed unanimously.

L. William Conner asked if the museum currently has a policy regarding the requirements for accessions. Robert Lutey replied that the museum does have a collections policy in place. L. William Conner asked how accession 2025.45 (a film splicer) related to Monroe County. Robert Lutey replied that it augmented existing film projectors already in the collection. L. William Conner asked the same question regarding part of accession 2025.46 (vacuum tubes). Robert Lutey replied that they are items of historical significance that may be useful in future exhibits. L. William Conner noted that the museum needs to be judicious in its use of space. Robert Lutey agreed.

Nick Guthrie made a motion to approve the accessions. The motion was supported by Sue Wagers and passed unanimously.

Nick Guthrie made a motion to approve deaccessions. The motion was supported by Mike Humphries and passed unanimously.

Old Business: Andrew Clark provided an update regarding the museum expansion. He noted that he is currently fielding questions from architects and will soon be taking the next step of bringing an architect on board in order to make the final build plans for the expansion. L. William Conner asked if there are prerequisites of museum needs that will be submitted to the architect. Andrew Clark replied in the affirmative, adding that additional storage space may be

added to the back of the building. L. William Conner noted the original purpose of the expansion was to add archival space. Andrew Clark agreed and added that the museum has also found itself in need of additional programming and public space. Thomas Heywood asked how much of the back of the museum would be taken up by the expansion. Andrew Clark responded that the answer will depend upon how much it costs, though noted that theoretically the museum could use all of the land right up to the alley. Andrew Clark added that the basement would only exist in the section where the current parking lot is and would exclude the area behind the museum. L. William Conner asked if part of the plan was to move what is currently in the basement elsewhere. Andrew Clark responded that the main priority will be to move the contents of Third Street over to the basement, and then further organization of the basement will occur. Hobby Nels asked about the status of the water leak in the basement. Andrew Clark expressed his hope that it will be taken care of as part of the expansion. Hobby Nels also asked about the climate control system in the basement. Andrew Clark said that there is currently heating and air, and that the intention is to include humidity controls in the expanded section of the museum.

2nd Public Comment: Jeanne Micka mentioned that she and her husband were at the Antiques Roadshow in northern Michigan and brought up Monroe and the Monroe County Museum to some of the attendees, who may be considering a visit.

Board Comments: Richard Micka asked Robert Lutey to extend his greetings to Norm Evans. Anne Noland expressed that she had not yet met Robert Lutey. Greetings were exchanged. M. Humphries said that he is looking forward to seeing everyone at the fair. Andrew Clark informed the group that he will need to send in the minutes from the previous May board meeting. JJ Przewozniak invited everyone to the “Promoting the Public Good” program at the Territorial Park. Brian Egen reiterated the importance of the building expansion. Discussion ensued regarding the aggressive fall 2025 target date for the expansion work to begin. Andrew Clark added that he is hoping that the museum’s grand reopening occurs no later than July 14, 2027.

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

The meeting was adjourned at 7:42 PM.

These minutes were prepared by Robert Lutey on July 14, 2025.



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



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, 13 August 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.

Drop-in hours returning in September.

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

Upcoming Events

28 August

Tales by Twilight

Territorial Park, 6 pm to 8 pm

10 September

Spirit of Service Awards

Territorial Park, 6 pm

18 September

Michigan POW Camps in World War II with Greg Sumner,

Monroe County Museum, 7 pm

3-4 October

Octobernight

Territorial Park, various hours

21 November

Hometown Holiday Lights

Monroe County Museum and Loranger Square

21 November through 30 December

Christmas with the Monroe County Museum

Monroe County Museum

Maintenance and Operations

Museum and Archives

Nothing of significance to report.

Territorial Park

Loop Trail work around Territorial Park continues. The bridge over Willow Run reopened shortly before the start of Fair Week. Path improvements in front of Papermill School should eliminate window breakage from turnarounds as happened in previous years since vehicles aren't supposed to be driving in that area anymore. Asphalt paving of the path along North Custer Road has commenced starting at Munson Park. Asphalt work is expected at the Papermill School entrance of Territorial Park where there is now a defined cutout for entering and exiting the site.

Alterations by heavy equipment, general construction, and the road right of way to the lot north of North Custer Road next to Woodland Farms has made it unusable for event parking. Anticipated improvements at the lot on the south of North Custer Road and west of Papermill School across South Raisinville Road - proposed site of a future county park - will serve as event parking for Octobernight. We used this site for the first Octobernight.

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:

- Fair week preparations ramped up throughout the month, dominating our focus. Original and repro 1860s dry goods and miscellaneous sundries were transferred out of storage and set in the Eby House, training workshops were held, and all manner of preparations took place, including site prep, tool maintenance/restoration, and securing and setting adequate raw materials for the front yard demos. Of particular note this year was an improved intensive hands-on foodways workshop, led by Jody Egen, together with Donna Casaceli and Sabrina Miller. Jody, Donna, and Sabrina generously volunteered their time to offer tips, techniques, insights, and perspectives from their extensive and rich careers in professional living history, which equipped

our presenters with the tools to deliver an excellent 1860 domestic life program. Their invaluable assistance combined with staff training and experience, has without doubt made our fair week domestic programming excel far beyond industry standards and expectations.

- Fair Week was a great success! Thanks to all staff for toughing out the hot weather and applying talents and skills to create a meaningful and unique visitor experience yet again.

Territorial Park:

- On Saturday, July 12, we hosted Promoting the Public Good at Territorial Park, celebrating the establishment of Monroe County in 1817, and showcasing 1810s living history. Visitors encountered a broad and rich living vignette of early Monroe as volunteers and contractors activated a grand scene of era-appropriate activities c. 1817, such as historic skilled trades like earthen oven baking and shoemaking/cobbling, once-common everyday skills like historic cookery and needlework, and 1810s popular leisure activities, like archery and live music.

Miscellaneous:

- On Tuesday, July 1, Frames Pest Control was out at TPRR to check the mouse bait stations.
- Special thanks to the small army of excellent volunteers and contractors who turned out in support of Promoting the Public Good: Chairman Egen, Geoff Hoerauf, Debbie Hoerauf, Julie Esch, Teresa Savage, Craig Fisher, Brett Walker, and Jeff Pavlik. Each person contributed a treasury of knowledge, extensive experience, and lifetimes worth of refined craftsmanship that deeply enriched our living history experience.
- Special thanks to volunteers Chairman Egen, Sabrina Miller, Donna Casaceli, and Jody Egen for their tremendous contributions to the 1860 educational programming at the Eby house. Each of these three contributed substantial time, talents, and donations of original and repro supplies. Additional thanks to Geoff Hoerauf and Jim Crammond for supporting our programming during fair week.

Collections and Archives

Submitted by Robert Lutey, County Historian (Acting)

I have continued to bring artifacts to Mark Gervasi, our volunteer objects conservator, for conservation work. He is currently working on the Soleau Civil War revolver, the Libbie Bacon doll cradle, and a typewriter. In addition to these objects, Mark has also identified a number of other items in the collection that will be suitable candidates for his conservation skills.

Rachel and I moved some relevant artifacts and a display case out to the Eby House for use during the fair. Also, Jill Jablonski, Drake Ter Mors, Lily Close and Nicholas Mester assisted me with cleaning out the tool shed on the fairgrounds. It was a big task that was made significantly lighter by the many hands that were present.

Rachel and I have also been busy with handling research requests. Topics of interest included house research, early Native American settlements, genealogical research, schools, and airfields.

Director Clark, Jacob Perry (the county's IT Director) and I met with representatives from Preservica and OCLC to discuss our future digital collections initiatives.

I have completed an index for our business ledger holdings. This will help us better assist researchers interested in Monroe County businesses.

The Genealogical Society of Monroe County (GSMC) has generously provided Rachel and myself with memberships free of charge. This will give us access to the genealogical research tools available on their website. Thank you to our friends in the GSMC!

A chest freezer has been installed in the processing room, which will make future mold remediation work easier.

Rachel hosted Mayor Clark and five students from Hofu, Japan as part of the Monroe International Friendship Association exchange program. Fun was had by all.

Work has continued on general filing, finding aid updating, obituary related tasks and more.

Research requests/contacts: 117

Phone: 37

Mail: 5 (38 obits)

Email: 52

In-person: 23

Building Program

Four firms submitted proposals for the Architectural and Design Services Request for Proposals. Proposals ranged from \$376,500 to \$817,000. County Administrator Bosanac and I reviewed and scored them. Kohler Architects of Monroe, Michigan, with a proposal of \$520,000, was selected.

Kohler's project timeline is as follows:

SCHEMATIC DESIGN (1 Month)

August 11, 2025

Stakeholders Kick-Off Meeting

Establish Schedules for Meetings and Activities

Programing, Zoning and Code Review and Backgrounds
Field work—3D Image Scanning , Site Survey and Topo
Preliminary SD Set Owner Review Meeting
September 11, 2025
Final SD Set Owner Review Meeting

DESIGN DEVELOPMENT (2 Months)

September 12, 2025
Prepare Design Development Drawings
Coordinate Building Systems with Consultants
Select Interior / Exterior Finishes—written list of materials
October 9, 2025
50% DD Set Owner Review Meeting
Preliminary Specifications and Ball Park Cost Estimate
November 13, 2025
Final DD Set Owner Review Meeting

CONSTRUCTION DOCUMENTS (3 Months)

November 17, 2025
Submit for City of Monroe Administration Site Plan Review
Prepare Final Permit Bidding Documents
Prepare Specifications and Energy Code Analysis
January 15, 2026
50% CD Set Owner Review Meeting
February 12, 2026
95% CD Set Owner Review Meeting
February 19, 2026
Turn over documents for bidding

BIDDING (1Month)

February 23, 2026
Project Bidding, Q & A, Addenda
March 16, 2026
Bids Due
March 23, 2026
Contractor Interview and Selection, Award and Contracts

CONTRACT ADMINISTRATION (12 Months)

March 30, 2026
Start Construction—Permitting and Preconstruction
Shop Drawing Reviews, Progress Meetings, Site Observations
Project Management - Pay Request, Bulletins, Change Orders
February 27, 2027
Construction through substantial competition
March 30, 2027
Project is fully complete and turned over to County for Owner

Kohler initiated 3D scanning of the interior and exterior of the County Museum on 8 August. A meeting with Museum System Executive Committee and County Staff has not yet been set but should be scheduled soon.

Markers Program

Nothing of significance to report.

Historical Projects Fund

See August agenda item 8.1.

Awards Program

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

Personnel Updates

Work on staff reorganization continues. Completion in early Fall still expected.

Hodge Podge

The ongoing transformation of Territorial Park into a premier living history site and the fulfillment of the concepts and ideas for the site first conceived in the 1970s has been phenomenal. The year over year steady progress that museum system staff, contractors, volunteers, and interns have made under JJ's leadership has been unparalleled since the establishment of the park.

Many kudos to Robert and the staff of the Collections Division. His embrace of digital collections initiatives - the largest being the conversion of the obituary files from a physical to digital format will be transformative for users and staff alike. Users will have 24/7 access to this important collection and, once in place, staff will have more time to devote to collections processing and maintenance. While this is a great undertaking - scanning 150,000+ obituaries will be no small lift - it will only be the first of many initiatives to make our collection more accessible to the public.

The effort before and during Fair Week for public programs at Eby House is the remarkable effort of staff and volunteers to create a memorable and engaging experience at a site that skews more curiosity than living history site. It is my opinion and observation that this year's program at the site was the best executed and most engaging since the start of my time with the organization. Many thanks to the staff and volunteers that put so much of their time (and gallons and gallons of sweat - sorry for that but it's true) into making this community partnership possible. You should've seen them in action two weeks ago.

Monroe County Museum System

Collections Division

Accessions Report

July 2025

Accession Number	Donor	Item(s)
2025.39	Altrusa Club of Monroe	File cabinet containing mostly archival materials relating to the club
2025.48	Susan Kuehnlein	Cell phone with accessories and a vest
2025.49	Tom Schlesselman	WWII war bond music booklet, family photos and scrapbooks, Bulkley county history books (vols. 1-2)
2025.50	Diane Metz	Ida Centennial plate
2025.51	Lynn Reaume	Phone books, Monroe County mouse pad, Martha Barker scissors, and rulers with area business/election advertisements.
2025.52	Joanna Paton	Hoffman Clothing Company related archival materials, Fred C. Bicking calendar, and beer steins from a saloon in the Lauer building.
2025.53	Shirley Preston	La-Z-Boy photos and newspaper clipping

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

Monroe County Museum System

Collections Division

Deaccessions Report

July 2025

Object Identification Number	Donor	Item(s)/Reason
None	None	None