



*23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

Pleasant Ridge Historical Commission
Wednesday, September 2, 2015

Members of the Historical Commission and Residents: This shall serve as your official notification of the Regular Historical Commission Meeting to be held on Wednesday, September 2, 2015, at 7:00 p.m., at the Pleasant Ridge Community Center, 4 Ridge Road, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

HISTORICAL COMMISSION MEETING – 7:00 P.M.

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
 - Regular Meeting Minutes held Wednesday, June 3, 2015.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Consideration of the Treasurer’s Report.
6. Consideration of the Historical Commission updates:
 - a. Home and Garden Tour
 - b. Museum Staffing
 - c. Then and Now update
 - d. Speaker Series
7. Consideration of the City Commission Liaison Report.
8. Other Business.
9. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Pleasant Ridge Historical Commission

Meeting Minutes

Wednesday, June 3, 2015

1. Meeting was called to order 7:00 pm by Don Hoefler, Chair.
2. In attendance: Amy Drealan, Jessica Herzig, Don Hoefler, John Horvat, Sandy Johnstone, James Koeppen, Scott Pietrzak, Bret Scott, Conrad Stack, John Wright and Carole Zupan. Guests: Hudson Benjamin Bibb Herzig. Missing: Cathie Gillis
3. Consideration of May 6, 2015 meeting minutes: Motion to approve by James Koeppen, second by Jessica Herzig.
4. Public Comments – Items not on the Agenda: N/A
5. Treasurer’s report for May 2015 by John Horvat: Revenues: \$183.05; Expenditures: \$26.58; Ending balance: \$3,801.77. Motion to approve by Carole Zupan, second by John Wright.
6. Consideration of the Historical Commission updates:
 - a. Home and Garden Tour:
 - i. June 6, 2015 will be the date for the next Pleasant Ridge Home and Garden Tour.
 - ii. Seven confirmed homes and gardens:
 1. 53 Woodward Heights Blvd
 2. 18 Sylvan Ave
 3. 16 Ridge Rd
 4. 21 Amherst Rd
 5. 3 Hanover Rd
 6. 9 Woodside Park Blvd
 7. 21 Kenberton Dr
 - iii. One confirmed garden:
 1. 85 Maplefield Rd
 - iv. Reviewed docent responsibilities document, homeowner thank you letter and advertiser thank you letter. House captains confirmed they are good on docents and will provide them a copy of the responsibilities document.
 - v. Tickets for Home Tour: \$15.00 before the tour (up until 5:00 pm Friday, June 5th) or \$20.00 the day of the tour. Docents will be able to obtain tickets for \$10.00, including the day of the tour. The docent code for the discounted price will be provided to the docents by the house captain. Online ticket sales will be set up this year and the fee will be paid by the participant. Pre-sale tickets will also be available at City Hall and the Recreation Center. 150 pre-sale tickets have been sold, most of them online.
 - vi. Sandy Johnstone and John Wright interviewed homeowners and obtain signed press release forms.

- vii. Scott Pietrzak took the pictures for the tour book.
 - viii. Advertising submitted by James Koeppen and John Horvat.
 - ix. The tour book has been completed by Scott Pietrzak, edited by Jessica Herzig and Don Hoefler and submitted to the printers.
 - x. Publications and event promotion were completed by Jessica Herzig. We have good press and social media coverage this year.
 - xi. The PR Historical Commission website was updated by Don Hoefler.
 - xii. Conrad Stack will handle the afterglow coordination. (Budget, setup, drinks and cleanup.) Sue Terpack will handle the food. The total budget should not exceed \$1,000. (\$200-\$300 for beverages and the rest for food.)
 - xiii. Conrad Stack and Amy Drealan will coordinate ticket sales the day of the tour.
 - xiv. Carole Zupan has the picture frames and Sandy John stone has the stones for the homeowner gifts.
 - xv. Cathie Gillis will coordinate the foundation tent, tables, chair and signs for the homes and neighborhood advertising.
 - xvi. We are ready for this year's home & garden tour! Next year we need to start everything earlier. Homes and gardens should be confirmed by April.
- b. Historical Museum Staffing (Third Saturday of the month from 10:00 am – 12:00 pm)
- i. June 20, 2015: Museum Closed
 - ii. July 18, 2015: Museum Closed
 - iii. August 15, 2015: Museum Closed
 - iv. September 19, 2015: Jessica Herzig and TBD
- c. Museum Donation
- i. Carol Brietmeyer is interested in giving the Pleasant Ridge Historical Commission one of the original Hedges Wigwam Indians, which we would like to put outside the Police Booth. The City Manager, Staff and Council were concerned with placing the statute near the City Hall parking lot and offered for the Historical Commission to put the statute in storage while the City Staff determined where and how it could be displayed.
 - ii. Carol Breitmeyer was not interested in seeing the statue go into storage and ended up considering another option.
7. Consideration of the City Commission Liaison Report:
- a. Bret Scott updated us that the June City Commission meeting will focus on the approval of the 2015-2016 budget.
8. Other Business:
- a. After the 2015 Home & Garden Tour, look to create a Then & Now Volume 2 focusing on the 696 period and forward.

- b. Need to contact Dave Smith on Oxford regarding getting copies of his show “Living in Pleasant Ridge” which used to be on the cities Government channel.
 - c. Don Hoefler will coordinate a full re-vamp of the Historical Commission website with Scott Pietrzak. We will not renew the current domain. Instead we will integrate with the cities website.
9. Adjournment at 7:57 pm. Motion by Sandy Johnstone, second by Carole Zupan.



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: August 31, 2015
Re: Historical Commission Treasurer's Report

Below is the June through August 2015 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

Beginning Balance **\$ 3,801.77**

Revenues

Sales	
Museum and Tiles	\$ 140.00
Use & Admission Fees	
Home and Garden Tour	\$ 6,200.40
Interest Income	
	\$ 0.44
Contributions	
Home Tour Booklet	\$ 1,600.00

Expenditures

Operating Supplies	
Home and Garden & Pewabic	\$ (2,544.50)
Administrative Service Charges	
March - June 2015	\$ (233.32)
Service Charges	
Bank Service Charges (Mar-Jun)	\$ (13.71)
Building Maintenance	
Museum Cleaning & Maintenance	\$ (325.00)
Miscellaneous Expenses	
Home & Garden afterglow and Uzstan	\$ (883.77)

Ending Balance **\$ 7,742.31**

Please feel free to contact me should you wish to discuss this matter further.

Project Summary

Historical Commission Home and Garden Tour 2015

Revenue

Ticket Sales	\$6,305.40
Advertising space in Tour Booklet	<u>\$1,600.00</u>
Total Revenue	<u>\$7,905.40</u>

Expenditures

Tour Booklet printing	\$1,191.00
Gifts for Home and Garden Owners (framed home photo, garden stone)	\$720.00
Afterglow Party Supplies	\$911.29

Total Expenses	<u>\$2,822.29</u>
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Net Profit	<u>\$5,083.11</u>
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Advertising Space

Lola	100
Campbell	250
Wright	250
Shaffer	250
Byford	150
Johnstone	100
Autometrics	150
Kaster	250
Stack	100
	1600