



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Pleasant Ridge Historical Commission Wednesday, April 4, 2018

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, April 4, 2018, 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, March 7, 2018.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Consideration of the Treasurer's Report.
6. Consideration of the Historical Commission updates:
 - a. Centennial Tile update.
 - b. 2018 Home and Garden Tour and Afterglow.
 - c. Then and Now booklet update.
 - d. Speakers Series – August 9, 2018.
 - e. Museum Staffing.
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, March 7, 2018

1. Meeting was called to order 7:03 pm by Lauren Howard.
2. In attendance: Don Daniels, Jessica Herzig, Lauran Howard, James Koeppen, Eric Krogol, Nick Kokotovich, Conrad Stack and John Wright. Missing: Amber Herrick and Brett Scott. Also in attendance: Amy Drealan – City Clerk.
3. Consideration of Jan 10, 2018 meeting minutes: Motion to approve by Lauren Howard, second by Nick Kokotovich. All in favor.
4. Public Comments – Items not on the Agenda:
 - a. Light project in Stevenson Park is on its way and we needed to kick in \$1,850.00 more. Voted on it and James Koeppen motion to approve and John Wright second. All approved. Update – from memo from City Manager Jim Breuckman.
5. Treasurer's report for January and February 2018 by Conrad Stack: Revenues: \$73.36; Expenditures: \$1,948.20; Ending balance: \$3,856.74. Motion to approve by James Koeppen, second by John Wright. All in favor.
6. Consideration of the election of the following offices:
 - a. Chairman – Lauren Howard. Motioned to approve John Wright, second Conrad Stack and all in favor.
 - b. Vice Chairman – Nick Kokotovich. Motioned to approve James Koeppen, second John Wright and all in favor.
 - c. Treasurer – Conrad Stack. Motioned to approve John Wright, second James Koeppen and all in favor.
 - d. Secretary – James Koeppen. Motioned to approve Lauren Howard, second John Wright and all in favor.
7. Consideration of the Historical Commission updates:
 - a. 2018 Home and Garden Tour
 - i. The 2018 tour is planned for June 2nd from 10:00 am – 4:00 pm.
 - ii. Current status for 2018 tour:
 1. 6 Norwich **confirmed** – House Captain – Don Daniels
 2. 21 Norwich **confirmed** – House Captain – James Koeppen
 3. 3 Oxford **confirmed** – House Captain – Conrad Stack

4. 3 Poplar Park **confirmed** – House Captain – Jessica Herzig
 5. 27 Oakdale – **confirmed** – House Captain – Nick Kokotovich
 6. 22 Devonshire – **confirmed** (Sandy) – House Captain – John Wright
 7. 85 Amherst garden **confirmed** (Stacey) – House Captain – Lauren Howard
 8. Tickets/Cash – Amber Herrick and Eric Krogol
 9. Secure Docents.
 10. Docent letter – Lauren Howard
 11. Media form – Every household to sign off on. Jessica Herzig will update us on the Media Blast about the tour.
- iii. Afterglow Budget previously decided.
1. Budget limited to \$1,000.
 - a. Holiday Market – 3 cases of beer (24 in each case), 3 cases of wine (different types), bags of ice and bottles of water.
 2. Luran Howard will host Afterglow at her home on Oakland Park Blvd.
- iv. 2018 Ticket Prices previously decided.
1. Day of tour \$25, purchased in advance \$20 and docent \$15. All in favor. Media has this information.
- v. Book Printing
1. Amber Herrick checked with her contact at Birmingham schools and was told they can print the books for \$740. Oakland Books - \$566.85
 2. Write up need to be done last weekend in April.
 3. Mickie Smith – Edit Book write ups and Jessica Herzig will find out how involved she wants to be.
 4. Home Pics for the book – Tom Treuter and invite to afterglow.
 5. Advertising – James Koeppen
 - a. Amy Drealan – will invoice the advertisers
- b. Museum Staffing
- i. Third Saturday of the month from 10:00 am – 12:00 pm.
 1. May 19, 2018 – John Wright
 2. June, day of tour - Amber Herrick and Eric Krogol

- ii. General museum notes: The property database is available on CD for Historical Commissioners to send home files. \$10 donation to email home files. The person holding the museum key should bring it to our meeting and give to the next person opening the museum. A few days prior to the museum opening, do a Facebook post notifying residents when it will be open.
 - iii. Have Scott come and show the database in a future meeting for new members – Pending.
- c. Centennial Home Tiles – Green Tiles cost \$40.00 Frame cost – Lauren Howard will find out for next meeting.
- d. Speaker Series Ideas:
 - i. Kit homes – Set for Aug 9, 2018 7PM and advertise at the Home Tour
 - ii. We are willing to offer a stipend for up to \$100 for the speaker.
- 8. Consideration of the City Commission Liaison Report:
 - a. N/A – Brett Scott missing from meeting.
- 9. Other Business:
 - a. Pleasant Ridge Then and Now Book – 1981
 - a. Jessica Herzig will talk to her contact and see if she would like to revamp or create a new one for Pleasant Ridge. Add 696, parks and new resident stories.
 - b. Maybe ask other groups to assist. Woman Club?
 - c. Maybe create a sub-committee.
 - d. We have 5 boxes of these books – talked about giving them out for free with a purchase of tiles at the home tour in June.
- 10. Adjournment at 9:10 pm. Motion by James Koeppen, second by Jessica Herzig. All in favor.



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From: Amy M. Drealan, City Clerk
 To: Jim Breuckman, City Manager
 Date: April 4, 2018
 Re: Historical Commission Treasurer's Report

Below is the March 2018 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

Beginning Balance	\$ 3,856.74
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Revenues

Interest Income	
Interest Allocation	\$ 1.58

Expenditures

None

Ending Balance	\$ 3,858.32
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Also, the Historical Commission has, at previous meetings, voted to earmark the following allocations: Museum Porch Repair – up to \$300.00. This is contracted with RUOK Company and will occur when the weather breaks.

Home and Garden Tour Afterglow Party – up to \$1,000.00.

Pewabic Pottery tile order - \$1,760.00.

Home and Garden Tour Homeowner Gifts \$385.00

These amounts have not been deducted from the balance above. There will be additional revenues when the home and garden tour ticket sales begin.

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

100 Year Old Tile Cost Comparison Chart

Year	No of Houses	cost for \$80 tile (8"round)	cost for \$50 (6" round)	cost for \$34 tile (4"round)
2018	8	\$640 (one left)	\$400 +750	\$272 +750
2019	18	1280	750	544
2020	19	1520	950	646
2021	17	1360	850	578
2022	29	2320	1450	986
2023	71	5680	3550	2414
2024	115	9200	5750	3910
2025	85	6800	4250	2890
2026	96	7680	4800	3264
2027	57	4560	2850	1938
2028	73	4560	3650	2482
2029	36	2880	1800	1224
2030	12	960	600	408
2031	4	320	200	136
2032	5	400	250	170
2033	3	240	150	102
2034	4	320	200	136

Checklist for Museum Opening

1. At meeting before working get key from historical commission member who worked last or later, from city hall.
2. Monday before the opening post on Facebook that the museum will be open or ask a member who is good at this.
3. Arrive at museum 5 minutes at least before opening.
4. The closet on the back wall has two signs that need to be displayed so passers-by know that the museum is open; place on both sides of the Oakland Park Blvd. Arrows show which sign goes where.
5. The US Flag is in the closet as well. Hang it outside the door in the holder.
6. Please make sure that the donation box is on the table and prominently displayed.
7. Cash box with basic cash in closet also. Key on shelf. Use to make change for tile sales.
8. If a sale is made make a note on the sheets provided of what is sold and what money collected.
9. Residents come in to see the file on their house.
 - a. The files are kept in the cabinets on the back wall, in alphabetical order by street. They should not leave the museum.
 - b. We have a system for the city to make a copy of a file that costs \$10 for anyone who wishes to use it. They leave the money and we let the city know which file is to be copied.
 - c. Resident uses phone to take a picture of the file. (most often now)
10. When closing museum, replace signs and cash box. Wind wall clock. Put note of sales in the water bill mailbox. Bring key to meeting to give to next member who is working.