



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

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Pleasant Ridge Historical Commission  
Wednesday, May 2, 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, May 2, 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, April 4, 2018.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Consideration of the Treasurer’s Report.
6. Consideration of the Historical Commission updates:
  - a. 2018 Home and Garden Tour.
    - i. Advertising.
    - ii. Signage.
    - iii. Ticket Sales.
    - iv. Booklets.
    - v. Docents.
    - vi. Afterglow.
    - vii. Contact list.
  - b. Museum Staffing/key.
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, April 4, 2018

1. Meeting was called to order 7:00 pm by Lauren Howard.
2. In attendance: Jessica Herzig, Amber Herrick, Lauran Howard, James Koeppen, Erik Krogol, Nick Kokotovich, Conrad Stack and John Wright. Missing: Don Daniels and Brett Scott. Also in attendance: Amy Drealan – City Clerk.
3. Consideration of March 7, 2018 meeting minutes: Motion to approve by Conrad Stack, second by Nick Kokotovich. All in favor.
4. Public Comments – Items not on the Agenda:
  - a. N/A
5. Treasurer’s report for January and March 2018 by Conrad Stack: Revenues: \$1.58; Expenditures: \$0.00; Ending balance: \$3,858.32. Motion to approve by James Koeppen, second by Amber Herrick. All in favor.
6. Consideration of the Historical Commission updates:
  - a. 2018 Home and Garden Tour
    - i. The 2018 tour is planned for June 2<sup>nd</sup> 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. 27 Oakdale – **confirmed** – House Captain – Nick Kokotovich
      5. 22 Devonshire – **confirmed** (Sandy) – House Captain – John Wright
      6. 85 Amherst garden **confirmed** (Stacey) – House Captain – Lauren Howard
      7. Tickets/Cash – Amber Herrick and Eric Krogol
      8. Cathie Gillis has the Pleasant Ridge Home Tour mail signs in her garage, Cathie and Conrad Stack will set them up for the home tour.
      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.

12. Amy Drealan – will order more shoe booties for the tour.
  - iii. Afterglow Budget previously decided.
    1. Budget limited to \$1,000.
    2. Lauran 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. Nick Kokotovich and Jessica Herzig will project manage the book edit/printing.
    2. Write up need to be done last weekend in April.
    3. Home Pics for the book – Tom Treuter and invite to afterglow.
    4. 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: One key and Chairperson is responsible for the key.
    - iii. Have Scott come and show the database in a future meeting for new members – Pending.
  - c. 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.
7. Consideration of the City Commission Liaison Report:
    - a. N/A – Brett Scott missing from meeting.
  8. 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. Pleasant Ridge Manager Jim Breuckman stated in an e-mail to Chairperson Lauren Howard that the “Then and Now” book project would be a Historical Commission charge per the Charter.
  - c. Nick Kokotovich will scan the “Now and Then” book to a pdf file for Amy Drealan by May 15<sup>th</sup>.
  - 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.
  - e. Stated that the Pleasant Ridge Historical Commission needs to come up with a “Mission Statement”
9. Adjournment at 9:07 pm. Motion by James Koeppen, second by Amber Herrick. All in favor.



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From: Amy M. Drealan, City Clerk  
To: Jim Breuckman, City Manager  
Date: May 2, 2018  
Re: Historical Commission Treasurer's Report

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

<b>Beginning Balance</b>	<b>\$ 3,858.32</b>
<b>Revenues</b>	
Admission Fees	\$ 40.00
Home and Garden Tour Tickets	
Interest Income	
Interest Allocation	\$ 0.42
<b>Expenditures</b>	
Operating Supplies	
Clover Stones-Home and Garden Tour	\$ (330.00)
Pewabic Pottery	\$ (1,760.00)
Building Maintenance	
Museum Cleaning Jan - April 2018	\$ (100.00)
<b>Ending Balance</b>	<b>\$ 1,708.74</b>

Also, the Historical Commission has, at previous meetings, voted to earmark the following allocations:  
Museum Porch Repair – up to \$300.00. This repair will be done before May 19, 2018.  
Home and Garden Tour Afterglow Party – up to \$1,000.00.  
*These amounts have not been deducted from the balance above.*

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