



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

Pleasant Ridge Historical Commission
Wednesday, June 6, 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, June 6, 2018, at 7:00 p.m., at the **Pleasant Ridge City Hall, in the Pleasant Ridge Historical Museum, 23925 Woodward Avenue, 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, May 2, 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 Review.
 - i. Advertising.
 - ii. Signage.
 - iii. Ticket Sales.
 - iv. Booklets.
 - v. Docents.
 - vi. Afterglow.
 - vii. Contact list.
 - viii. Homeowner photo gifts.
 - b. Museum Staffing/key.
 - c. Pleasant Ridge Then and Now Subcommittee.
 - d. Centennial Celebration Subcommittee appointment.
 - e. Mission Statement/By Laws.
 - f. Taming the Chaos: Collection Management for Small Museums workshop.
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, May 2, 2018

1. Meeting was called to order 7:07 pm by Lauren Howard.
2. In attendance: Don Daniels, Jessica Herzig, Amber Herrick, Luran Howard, James Koeppen, , Nick Kokotovich, Conrad Stack and John Wright. Missing: Erik Krogol. Also in attendance: Brett Scott – City Commissioner and Amy Drealan – City Clerk.
3. Consideration of April 4, 2018 meeting minutes: Motion to approve by Amber Herrick, second by Jessica Herzig. All in favor.
4. Public Comments – Items not on the Agenda:
 - a. Pleasant Ridge Historical Museum porch will be fixed on May 19. The sign is still pending quotes. A banner will be placed to cover the damage the sign has.
5. Treasurer’s report for April 2018 by Conrad Stack: Revenues: \$40.42; Expenditures: \$2,190.00; Ending balance: \$1,708.74. 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 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. 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. Amber will order containers for the booties.
- 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. Drop dead date for proof is May 10th. Drop dead date for hardcopy is May 18th.
 2. Write up need to be done last weekend in April.
 3. Home Pics for the book – Nick Kokotovich to get pics from Tom Treuter and forward to State of Art Framing.
 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 15th.
 - 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 8:17 pm. Motion by James Koeppen, second by Amber Herrick. All in favor.



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

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

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

Beginning Balance		\$ 1,708.74
	Revenues	
Admission Fees		\$ 1,630.00
	Home and Garden Tour Tickets (does not include sales after 5/31)	
Sales		\$ 305.00
	Pewabic & Museum Sales	
Interest Income		\$ 1.17
	Interest Allocation	
Contributions		\$ 500.00
	Home and Garden Tour Ad Sales	
	Expenditures	
Operating Supplies		
	Rekey Historical Muesum	\$ (74.00)
Ending Balance		\$ 4,070.91

Also, the Historical Commission has, at previous meetings, voted to earmark the following allocations:
Museum Porch Repair – up to \$300.00.
Home and Garden Tour Afterglow Party – up to \$1,000.00.
Tour Book Printing – up to \$900.00

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

2018 Project Costs

Booklet	800
After Glow	1000
Homeowner Gifts	
Clover Stone	330
State of the Art	250

2380

Revenues - Ads

Kemp Klein	150
Kastler	250
C. Allan Fine Jewelry	150
Batteries +	150
R Campbell	250
J. Stack	100
Johnstone	100
C. Stack	100
Oak Lawn	100
State of the Art	250

1600

Revenues - Ticket Sales

Online	1330
Day of	3030
Pre Sale	935

5295

2018.06.04 - Tentative

City of Pleasant Ridge

Home and Garden Tour Financials

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Revenues						No Tour						
Ticket Sales	5,295.00	5,245.00	8,280.54	6,305.40	6,800.00		6,315.00	5,985.00	7,295.00	6,980.00	4,886.00	9,174.55
Advertising	1,350.00	1,700.00	1,350.00	1,850.00	1,400.00		950.00	1,150.00	700.00	900.00	700.00	700.00
**Other	250.00			-	36.00		22.00	30.00	-	-	-	346.00
State of the Art - in kind		6,945.00	9,630.54	8,155.40	8,236.00		7,287.00	7,165.00	7,995.00	7,880.00	5,586.00	10,220.55
Expenses												
Tour Book Printing & Design	800.00	1,770.95	1,240.43	1,191.00	1,126.53		100.00	899.50	899.00	1,065.00	578.00	479.00
Afterglow	1,000.00	1,435.32	927.66	911.29	754.69		-	786.90	784.41	887.74	634.93	673.29
Gifts for Home & Garden Owners	330.00	400.84	440.00	720.00	640.00		-	511.00	531.00	533.00	119.00	-
Flyer Delivery	0.00	0.00	0.00	-	200.00		300.00	300.00	300.00	300.00	-	-
**Other	250.00	173.57	121.86	-	-		-	150.00	276.99	27.57	-	43.98
State of the Art - in kind		3,780.68	2,729.95	2,822.29	2,721.22		400.00	2,647.40	2,791.40	2,813.31	1,331.93	1,196.27
Net Profit	4,515.00	3,164.32	6,900.59	5,333.11	5,514.78		6,887.00	4,517.60	5,203.60	5,066.69	4,254.07	9,024.28

2018.06.04 - Tentative

**CITY OF PLEASANT RIDGE, MICHIGAN
HISTORICAL COMMISSION
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069**

The City Commission, at its discretion, may create or dissolve other boards, commissions and committees. These discretionary groups shall assist the administrative departments in the performance of their functions. The City Commission shall establish such groups. These groups shall serve solely in an advisory capacity and shall have no administrative responsibilities.

Section 3.07(A) states, "In order to insure that member of city boards, commissions and committees have the background necessary for the policy-making and related responsibilities, all persons appointed to serve on such bodies shall have the same qualifications as persons eligible for election or appointment to the City Commission, except as otherwise provided in the City Charter or by law."

BY-LAWS

ARTICLE I – NAME

The name of the Commission shall be the Pleasant Ridge Historical Commission.

ARTICLE II – OBJECTIVES AND LENGTH OF TERMS

Section 1: The objectives and purposes of the Commission are those set forth in Article 3, Section 3.06 of the charter of the City of Pleasant Ridge.

Paragraph A states: Historical Commission. The Historical Commission, if established, shall keep a record of historical events, do necessary research and offer programs at appropriate times.

Section 2: The term of office of persons serving on appointive boards, commissions and committees shall not exceed three (3) years, and, commencing on the effective date of the City Charter, no appointee shall serve more than two (2) consecutive full terms. Vacancies shall be filled within sixty (60) days of their occurrence, for the balance of the unexpired term. The City Commission shall have the power to remove a member of a board, commission or committee for cause, with the removal procedure to be in accord with that established in Section 2.09 of the City Charter for forfeiture of office of City Commission members.

ARTICLE III – OFFICERS AND THEIR DUTIES

Section 1: Officers shall be CHAIR, VICE CHAIR, SECRETARY and TREASURER.

Section 2: The Chair shall preside over all meetings of the Historical Commission and shall have duties normally conferred by parliamentary usage.

Section 3: The Chair shall have the privilege of discussing all matters before the Commission and voting thereon.

Section 4: The Vice Chair shall act for the Chair in his/her absence.

Section 5: The Secretary shall perform such duties as the Commission may determine. The Secretary shall attend meetings of the Historical Commission and keep a record of its proceedings, and shall submit a copy of the proceedings to the city clerk.



Section 6: The Treasurer shall perform such duties as monitoring and reporting on the account of the Historical Commission and control receipts from fundraising events.

Section 7: the Historical Commission shall have the power to engage and employ, subject to City Commission appropriation, such manual, clerical, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purposes of the Historical Commission.

ARTICLE IV – ELECTION OF OFFICERS

Section 1: The election of officers shall be held at the first regular meeting in January.

Section 2: Nominations shall be made from the floor at the regular meeting in January.

Section 3: A candidate receiving a majority vote of the Commission shall be declared elected and shall serve a term of one year or until a successor shall take office.

Section 4: Vacancies shall be filled immediately by regular election procedures.

Section 5: No member shall hold the same officer for more than two consecutive terms.

ARTICLE V – MEETINGS

Section 1: Regular meetings shall be held at least once a month from January to December, excluding the months of July and August, at such date, time and place as the Commission shall establish by resolution. Notice of all meeting shall be published in accordance with the Open Meetings Act 1976, Public Act 267, as amended.

Section 2: Special meetings may be called by the Chair or any two members of the Commission. The notice of a special meeting shall specify the purpose of the meeting and no other business may be considered except by unanimous consent of the Commission. Any two members of the Commission may request that proposed action by the special meeting be delayed until the next regular meeting.

Section 3: The Secretary shall give written notice of all meetings, both regular and special, to all members of the Commission at least 48 hours in advance of the meeting according to Public Act 267.

Section 4: A quorum shall consist of a simple majority of the current members of the Commission. An affirmative vote of the majority of those present shall be necessary for the transaction of any and all business or the passage of any resolution.

Section 5: Voting shall be by voice and shall be recorded by yes and no.

Section 6: Any member(s) finding a conflict of interest with one or more agenda item shall excuse himself/herself and refrain from discussing and voting on said item(s). Any abstention shall be noted in the minutes of the meeting.

Section 7: All meetings of the Commission, including regular meetings, special meeting and all committee and subcommittee meetings, shall be open to the public in accordance with the provisions of Act 267 of the Public Acts of 1976 of the State of Michigan, as amended. Closed sessions may be called for purposed listed in said Act if approved by four votes on a roll call vote.



Section 8: Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, as amended. A majority vote of the Commission members present may suspend the use of such rules upon motion and second.

Section 9: All materials pertinent to Commission action must be submitted to the Secretary no later than one week prior to the meeting for which action is proposed. Late submission must be approved either by acceptance of the proposed agenda or as individually determined by a majority vote of the members present in order to be considered.

ARTICLE VI – ORDER OF BUSINESS

Section 1: The order of business at regular meetings shall be as follows:

- Call to order
- Roll Call
- Introductions
- Approval of the agenda
- Approval of the minutes
- Unfinished business
- New business
- Reports from Commissioners/Committees
- Assignments
- Concerns of Commissioners
- Communications
- Adjournment

Section 2: Approval of the agenda. The order and content to the agenda shall be approved by a majority vote of members present at the meeting.

ARTICLE VII – ATTENDANCE

Section 1: The Historical Commission schedules ten (10) general meetings a year, each member shall show their commitment to the Historical Commission through attendance.

Section 2: When any member of the Commission has been absent from three regular meetings in a twelve month period, the following actions shall take place: The Chair shall contact that member reminding him/her of the prolonged absence and of the Commission's policy and shall request an explanation.

Section 3: The chairperson, upon majority approval of the Historical Commission, shall submit a letter to the City Commission requesting the removal of a member after three (3) absences annually.

- A. The letter shall state the reason(s) for removal and refer to this Article in the Historical Commission By-Laws.

SECTION VIII – AMENDMENTS TO THE BY-LAWS

Section 1: The bylaws may be amended or altered during a regular meeting by an affirmative vote of a majority of the active members of the Commission, provided notice of the proposed change is given to the Commission at the preceding regular meeting and specific wording for the change is included in the packet for the meeting at which the decision will be made.



Section 2: The provision of these bylaws shall be reviewed by the Commission annually at the first regular meeting in January.

Introduced:
October 4, 1995

Revised and submitted to the City Commission
October 5, 1995
February 15, 2002



RECYCLED PAPER