



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

Pleasant Ridge Historical Commission
Wednesday, May 1, 2019

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 1, 2019, at 7:00 p.m., at the **Pleasant Ridge City Hall, in the City Commission Conference Room, 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. Minutes:
 - Regular Meeting Minutes held Wednesday, April 3, 2019.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Treasurer’s Report.
6. Historical Commission updates:
 - a. 2019 Home and Garden Tour.
 - b. Museum Items
 - i. Staffing.
 - ii. Archival Updates
 - c. Speaker Series.
 - d. Then and Now update.
 - e. Centennial Celebration update.
 - f. Pewabic Tiles/Centennial Tiles.
7. 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 Minutes

April 3, 2019

1. Meeting called to order, 7:04
2. Roll Call: In attendance, Lisa Wetzen, Jaclyn Huffman, Erik Krogol, Don Daniels
City Commissioner Liaison Bret Scott, Nick Kokotovich, John Wright, Lauran Howard
Via Phone: Amber Herrick
Absent: Samantha Chapman
3. Minutes: Regular Meeting Minutes held Wednesday March 6, 2019
Motion to approve Jaclyn Huffman, second Erik Krogol, approved unanimously.
4. Public Comments: No public comments.
5. Treasurer's Report: Motion to approve Nick Kokotovich, second Don Daniels,
Approved unanimously.
6. Historical Commission updates:
 - a. 2019 Home and Garden Tour: Don Daniels presented areas of responsibilities:

Home Coordinator:	Don Daniels	
Docent Coordinator:	Open	
Tickets:	Amber Herrick	Erik Krogol
Program	Nick Kokotovich	John Wright
Advertising	Jaclyn Huffman	
Media Spokesperson:	Samantha Chapman Vitale	
Reception:	Lauran Howard	Lisa Wetzen
Homeowner Gifts:	Amy Drealan orders garden rocks	
House Captains:	All Historical Commission members-TBD	

Don Daniels is working on thirteen possible home/gardens for the tour
Discussion of garden stones for homeowners, Docent's letter

Media release form discussed, John Wright to find and furnish copy

Don Daniels requests advertising discussion to be placed on May meeting

Agenda...What will advertisers receive for ad buy in tour program book.

6. b. Museum Staffing: April... Erik Krogol

May...John Wright

June...TBD at May meeting

May 1st meeting of Historical Commission will feature the Museum from 6-7pm

Before the Hist. Commission meeting

c. Speaker Series: Erik Krogol is waiting for word from Dr. Ted Ligibel, historic preservation expert for possible date in July or August.

d. Then and Now update: Rewrite group will meet April 11th

Importance of articles having citations and being attributed discussed.

e. Centennial Celebration update: Nothing new to report

f. Pewabic Tiles: Tile samples were presented to group...dark Pewabic green preferred by acclimation.

Don Daniels moves, Nick Kokotovich seconds to choose dark Pewabic green as Color for Centennial tile...passes unanimously.

Erik Krogol motions, Lisa Wetzen seconds to purchase 100 4x6 dark green Centennial tiles, passes unanimously.

Nick Kokotovich moves, Jaclyn Huffman seconds to charge \$50 for Centennial Tile (cost \$42)

Lauran Howard to see if there is a minimum quantity for second order

Lauran Howard to see if she can bring back frame samples from Pewabic For possible sale.

Jaclyn Huffman moves, Lisa Wetzen seconds to donate centennial tile to Auction with two home tour tickets...motion passes unanimously.

Commissioner Liaison Scott will check with city Manager as to when to announce tile sales.

7. Consideration of City Commission Liaison Report.

Commissioner Scott reported April 9th City Commission meeting to discuss Fireworks ordinance and marihuana opt in/opt out.

8. Other Business:

Nick Kokotovich discussed digitizing museum materials...Discussion points to be To be placed as first item on agenda of May meeting

Lauran Howard to report back on Historical Commission dinner...place and time

9. Adjournment...meeting adjourned at 9:00 pm

Respectfully submitted, John Wright recording secretary



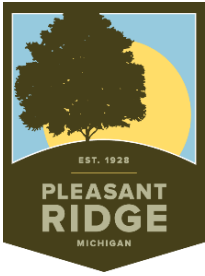
City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: April 29, 2019
Re: Historical Commission Treasurer's Report

Below is the April 2019 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

Beginning Balance	\$ 8,863.03
Revenues	
None	
Expenditures	
Operating Supplies	
Pewabic Tile Deposit	\$ (2,725.00)
Ending Balance	\$ 6,138.03

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



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Historical Commission Members
Date: April 29, 2019
Re: 2019 Home and Garden Tour Items

Homeowner Gifts

For the last several years, the Historical Commission has ordered personalized stones for the homeowners on the tour. They have been ordered from Clover Stones at a cost of \$55/each. The artist needs at least 10 weeks for the fabrication of the stones in order to have them ready for the tour. The Beautification Committee has also used Marcia Hovland for personalized painted tiles also at a cost of \$50/each. The Commission should determine if they would like to again order from Clover. Below is the beautification tiles done by Ms. Hovland. I do not have a sample of the stones painted by Clover.



Tour Advertisers

Below is a list of the 2018 advertisers who were billed for ad space. I do not have the full list from previous years. Last year, the Commissioner in charge of ad space emailed me the list and the cost. Once I had the full list, I sent invoices out for the ad space. Ideally, the invoice would be paid prior to the booklet being printed.

<u>Company</u>	<u>Size of Ad</u>	<u>Cost</u>
4 Seasons Garden Center	Full Page	\$250.00
Kastler Construction	Full Page	\$250.00
KempKlein Law Firm	1/2 page`	\$150.00

Batteries & Bulbs	1/2 page	\$150.00
C. Allan Fine Jewelry	Business Card	\$100.00
Robert Campbell	Full Page	\$250.00
Joe Stack - Realtor	Business Card	\$100.00
Oak Lawn Services	Business Card	\$100.00
Sandra Johnstone Design	Business Card	\$100.00

Booklet

For the 2018 tour, there were 400 booklets ordered at a cost of \$753.80 from Oakland Schools.

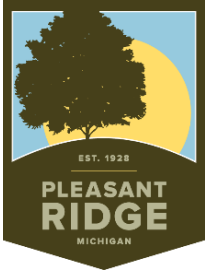
Tour Tickets

The website for ticketbud has not been set up as of yet. I will set it up closer to the tour. Tickets will be sold online, at City Hall and the day of the tour. I need a firm cost for the tickets to get into the Ridger and the online portal.

Other Tour Details

- Booties – there are booties in the museum in the supply closet. When we ordered the booties, there were 200 pairs. I have not inventoried what is in the museum.
- Wrist bands. We have 100 tour bands and approx. 200 docent/advertiser/comp bands. We may want to purchase bands this year.

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



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Nick Kokotovich
To: Historical Commission Members
Date: April 29, 2019
Re: Historical Museum Organization/Archival Updates

- General museum item digitization progress
 - What I have done so far
 - How should we organize items in the museum so that we can more easily identify what has been digitized and what has not?
 - Strategy for identification of items with no names/dates?
- Current data storage strategy (Bret donated a HD to use, Thanks Bret!)
 - Need to discuss long term backup strategy at some point
- Access to digitized items
 - Right now it is a "BYOC" strategy, but at some point we should buy one for the museum
 - What should the accessibility be to digital archives? All available to everyone? All available to everyone over the Public Internet?
 - The Grosse Pointe Historical Society restricts access to blueprints to homeowners. I have had homeowners ask if we can do the same
- Metadata strategy
 - We should establish a file naming convention
 - I am beginning to use standard IPTC Metadata tags to identify the picture/item date, associated addresses, associated names, etc. This information should be able to be accessed by a multitude of programs, is not proprietary, and can be searched. Of course someone can save a file in a way that strips out this metadata, so file names still should be descriptive