



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Pleasant Ridge Historical Commission Wednesday, November 6, 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, November 6, 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, October 2, 2019.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Treasurer's Report.
6. Historical Commission updates:
 - a. Tree Lighting Staffing – December 2, 2019.
 - b. 2019 Home and Garden Tour update.
 - c. Pleasant Ridge Then and Now Update.
 - d. Centennial Homes Presentation.
 - e. 2020 Home and Garden Tour.
 - f. 2020 Speaker Series.
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

October 3, 2019

1. Meeting called to order- 7:05
2. Roll Call- In attendance: Erik Krogol, John Wright, Samantha Chapman, Lauran Howard, Nick Kokotovich, Lisa Wetzen, Don Daniels, City Commission Liaison Bret Scott, Administrative Clerk Kirsten Emsley. Present by phone Jaclyn Huffman, absent, Amber Herrick.
3. Minutes: Regular Meeting Minutes held September 4, 2019. Motion to approve, Lisa Wetzen, second, Don Daniels. Approved unanimously.
4. Public Comments: In attendance, Cathie Gillis. No Public comments.
5.

Treasurer's Report (attached), Ending Balance \$15,150.82. Final Home Tour after glow party expenses not included on September report, also waiting for payment of Home Tour book ad from Kramer Jewelers. Motion to approve September Treasurer's Report, Don Daniels. Second, Samantha Chapman. Motion approved unanimously.
6. Historical Commission Updates:

a. Election Day and Tree Lighting Staffing. Remaining centennial tiles to be sold outside election polls by Lauran Howard and Sara Edwards. Tree Lighting Ceremony in December staffing to be determined at November Historical Commission meeting. Christmas village display inside Museum to be set up again by Conrad Stack and Carol Boyd.

b. Home and Garden Tour Wrap Up: Lisa Wetzen provided flowers for Home Tour staging area day of tour. Motion to reimburse Lisa Wetzen \$46.47 by Don Daniels, second Nick Kokotovich. Motion approved unanimously. Advertising: Booklet ad sales double 2018. Letter to potential advertisers very successful. Next year ask advertisers to provide their own creative. Send 2019 advertisers a copy of tour booklet with their thank you letter. Fall vs. Spring Tour, Commissioners prefer fall date for future tours, eighty percent of guests also like fall date. No clear date for 2020 reached due to college football date conflicts. 2020 Date to be determined in November. Ticket Sales Difficult for docents to purchase their tickets ahead of tour date due to City Hall Friday closures, need to get this fact out to docents earlier. Guests loved ticket sales and wristband pickup at Community Center. Thanks to Shawnee for furnishing water at ticket purchase site on a 90-degree day! Open Community Center sales area earlier next year. Signs Red wooden home/garden identifier signs too small...need something larger next year, place with more clear indication of home/garden entrance. Add another 4'by8' banner next year closer to Woodward/Sylvan corner, with fewer wind slits. Keep "This Saturday" signage. "No Photography" signs needed at front entrance and on entry area tables in homes. Booties or Bags for guests for inside homes? To be determined. Ask docent to help sell tickets day of sale? TBD. Need list of local media and media contacts for publicity of home tour next year. Discussion of identifying homes before tour date or before guests pick up tour

books...plus and minuses on both sides of the table. Docent party more Sliders! Thanks to Robert Campbell, Daniels' Bob Obringer for supplying beer and wine. Thanks also to friends of Historical Commission for their donated party foods and services. "We served 85 people, more than last year but we had more houses. Having party at the recreation center was great. Easier for planners and good when it rained. More notes to come." Project Timeline suggested for future home tours.

c. *Pleasant Ridge Then and Now* Update: Commissioners compared 1981 booklet to glossy booklet sample. Glossy booklet would be a better format for pictures but would cost \$100 a page to produce or cost approx. \$5000. Commissioners favor new glossy format, Chairman Howard to get costs. *Then and Now* creators urged to sign off on book articles on Google Doc app. Next *Then and Now* book meeting October 24th.

d. Centennial Homes Presentation. Nineteen centennial homeowners to receive letter inviting them to December City Commission Meeting for presentation of 100-year home Pewabic tiles. John Wright to present. Request pictures of homes and use of large screen at presentation.

5. Exploration of Scholarship Awards.

No motion presented; no interest at this time.

6. City commission Liaison Report.

No report this month.

7. Other Business.

Matter presented to place Historical Commission's Mission Statement, Charter

Quotation language and home and garden tour information on City website.

Motion made by Luran Howard, second John Wright, motion passes unanimously.

8. Adjournment.

Motion to adjourn by Luran Howard, second Erik Krogol, passes unanimously. Meeting

Adjourned 8:55

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: October 31, 2019
Re: Historical Commission Treasurer's Report

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

Beginning Balance	\$ 15,150.82
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Revenues

Sales		
	Pewabic Tiles	\$ 400.00
Admission Fees		
	Home and Garden Tour Ticket Sales	\$ 22.00
	Home and Garden Tour Ticket Refund	\$ (75.00)
Interest		
	Interest Income September	\$ 3.48
Contributions/Donation		
	Home Tour Guidebook Ads	\$ 250.00

Expenditures

Operating Supplies		
	Home and Garden Tour Supplies	
	Postage for Ad Interest Mailing	\$ (35.00)
	Signage Purchases	\$ (243.83)
	Shoe protection expense	\$ (35.92)
	Entry band expense	\$ (24.97)
	Carole Zupan Afterglow Supplies	\$ (105.89)

Ending Balance	\$ 15,305.69
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Under Admission fees, there was a purchaser who requested a refund of the ticket cost, the ticket online ticket site processed the refund as the cardholder cited fraud as the reason. There was also a day of ticket sold for \$22.00 at the table, which is also reflected. Please feel free to contact me should you wish to discuss this matter further.

Random notes on the 2019 home tour

Note: Please come to the November meeting with additions or corrections

At the meeting October 3, immediately after the 9.21 home tour the historic commission reviewed the tour as follows:

Advertising

Double the sales from last year. Letters worked well; the workshop to create them worked well too; more personal contact a good idea

Next year- be sure to tell people they must create their own ads; one realtor should not have to create an ad for another!

Jacqueline will make sure all advertisers have a copy. Lauran gave books to Tony's sports bar and Hungry Howie owner.

Jacqueline and Samantha wrote thank you notes. Great.

Spring or fall?

We like fall; except for Cathie Gillis who would like June.

Workshops all summer worked well

Not much competition

Maybe 19th – 12th and 19th are open at Community Center

Tickets

Change to community center a great change; good parking and rest rooms; also help from center staff

Signs needed at ticket table

One larger sign needed

Worked great at community center

Most all docents bought ahead

Next year, house captains should get the docent tickets for the first shift workers and let them know so they do not come to the ticket table.

We could open a bit earlier

Water in two places and at community center a good idea

Need more portable signs; maybe bigger

Docents:

Good to have tickets sold ahead of time

Two hour shifts are best

Need to prepare docents to work in the house. Get them information. They are not just there to sit a chat with pals...and come to dinner.

House captains should be there at shift change to make sure new ones get the info.

Make sure there is a front door docent; maybe outside depending on home.

Enter here signs needed

Chair to put on and remove booties

Maybe we give booties with the booklet?

Pictures- must have clear, defined policy that no pictures.

Docents must know the rules. Get a badge and a rule list

Sign at ticket pick up; no pictures

Docent Party

Served 85 people; separate party report

Very good price; lots of donations. Try to make sure party less than \$1000

Length of party 5 to 8 pm

Slide show great; people loved it

Community Center great (we are reserved next year 9.12 and 9.19 just in case)

We have a list now of all docents and attendees

Publicity

Use above lists to FYI for next year

Need a list of news outlets to send information to

Need an early press release

Facebook, better picture and more often. Maybe need a designated Facebook publicity person.

Why do we not tell which houses on tour? Maybe have a roll out of houses, features or pictures.

Project time line needed for tour

10.30.19 lfh

Expenses for docent Party 2019

\$105.89	Beef sliders Carol Zupan (paid directly by city)
\$121.90	chicken tacos, chips and snacks from Costco, Chopped salad ingredients and dressing/ Nancy Karpus
\$122.00	Vince Rizzo Catering; mac and cheese, potato salad and slaw
\$127.12	Fruit salad and cookies/ Karin Jahn
\$84.72	Michael's wine shop/ Bob Obringer/ 12 bottles white
\$118.75	Cost Plus- wine and beer/ Lauran Howard
\$54.46	Meijer-beer, wine glasses, pasta bottle return \$5.60; 42 donated beer from Nick K.
\$14.75	US Ice 5 22 lb. bags@2.95 per bag
\$643.70	Total to be reimbursed to Lauran Howard [I paid Vince Rizzo, Karin Jahn and Nancy Karpus]
\$749.59	Total of party
\$257.93	Reimbursement to Commission from Robert Campbell and Don Daniels for all beer and wine
\$491.66	Total cost after donation of beer and wine

Donated items:

All wine and beer purchased from Michael's, Cost plus and Meijer \$257.93 Robert and Don

16 bottles of red wine, plus 9 bottles of white donated by Bob Obringer or left from 2018

Don Copus- 10 pizzas from Hungry Howie

Julie McManus rice salad

Lemonade, iced tea

Charcuterie platter- Tony's sports bar

Pesto salad lfh

Services of Barbie Barber, clean up and kitchen \$100.

Artichoke dip, Sandra Johnstone

Notes: we served 85 people, more than last year but we had more houses. Having party at the recreation center was great. Easier for planners and good when it rained. Vince Rizzo food was good and reasonable. Maybe he can cater the whole thing next year. Need more beef sliders.

2019 Project Costs		Revenues - Ads		Revenues - Ticket Sales	Revenues - Misc	
Booklet		Kemp Klein	150	Total	6441	Contribution-afterglow 257.93
After Glow	749.59	Whistle Stop	250			
Clover Stone	480	R Campbell	250			
State of the Art	250	Mike Morse Law	250			
Booties	35.92	AEW	150			
Wristbands	24.97	Tony's Sports Bar	100			
Postage	51.9	4 Seasons	250			
Signs	243.83	Woodward Petsitting	150			
Nametags		P Omiatek	250			
		Galloway & Collens	250			
		Kramar Jewelry	250		6441	
		J Schaffer	250			
		State of the Art	250			
	1836.21					
			2800			

= waiting for invoices/final

City of Pleasant Ridge Home and Garden Tour Financials

[illegible]