



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

Pleasant Ridge Historical Commission
Wednesday, November 3, 2021

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 3, 2021, 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. Minutes:
 - Regular Meeting Minutes held Wednesday, October 6, 2021.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Treasurer’s Report.
6. Historical Commission updates:
 - a. Museum Organization.
 - b. Museum Opening Dates and Christmas Display.
7. 2021 Garden Tour Wrap-up and 2022 Tour Planning.
8. Museum Repair Estimate.
9. Pewabic Tile Discussion.
10. City Commission Liaison Report.
11. Other Business.
12. 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.

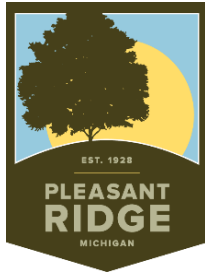
Pleasant Ridge Historical Commission
Meeting Minutes: Wednesday, October 6, 2021

Pleasant Ridge Community Center
4 Ridge Rd, Pleasant Ridge, MI 48069

1. Meeting was called to order at 7:05 pm by Chairman, Lauran Howard.
2. Members in attendance: Lauran Howard, Jaclyn Huffman, Amber Herrick, Colleen McKenna, Rosemary Spatafora, Don Daniels, Nick Kokotovich, City representative Kersten Emsley, Called in via mobile: Samantha Chapman, Excused absence: Lisa Wetzen, Liaison Bret Scott
3. Approval of September 1, 2021 Meeting Minutes – Motion by: Colleen McKenna, Second: Rosemary Spatafora, Motion passed unanimously.
4. PUBLIC COMMENTS – N/A
5. Treasurer’s Report – Don Daniels
Motion to approve the September 2021 Treasurer’s report. Motion by: Colleen McKenna, Second: Jaclyn Huffman, Motion passed unanimously.
6. Historical Commission Updates:
 - a. Pewabic tile report
Notes: Previous contact has retired. New contact was not available when Lauran visited. \$517 for new mold + design fee if needed. Considering re-printing Christmas ornament for 2022. Commission members to check Pewabic website to pick what colors we’d like to see. Colors that Lauran has samples of: Aegean, Lapis, Peacock, Cinnamon, Rain.
https://cdn.shopify.com/s/files/1/0115/0917/0235/files/GlazePalettePages_04.30.21.pdf?v=1620155251
 - b. Museum organization/opening
Notes: Potential opening Saturday 10/16. Nick returned missing files from Garden Tour. Colleen and Lauran to tag-team opening. Lisa, Lauran and Rosemary to work on setting up some time to organize museum.
 - c. Museum repairs
Notes: Cedar roof repair – Rosemary reached out to Chess Construction, Bruttell Roofing, Murray Built Construction. Bruttell is the only one who responded (contact, Scott) and has experience with cedar. Don’s recommendation is not full replacement but cleaning and some repair potentially.
7. 2021 Garden Tour Wrap-up discussion.
 - a. Finding homes/gardens – 7 number was perfect number. 6-7 is an optimal number. Make a better effort to add more on east side of Woodward.
 - b. Determine co-chairs in November meeting. Keep date in the fall.
 - c. Advertising – Letters work well, ad copy confusion due to auction book. Ad copy a week before book due date at least. Earlier ad letters – aim for May instead of June.
 - d. Needs more organization – recreate the “play book,” templates to live in PR Historical Google account.

- e. By next meeting, create checklist of responsibilities as well as files used to make sure they are organized for next year.
 - f. Signs worked well.
 - g. Afterglow – 55 people attended, earlier time worked, caterer worked well – lots of extra food. Make sure to take into account if there are food donations. Label sandwiches for vegetarian/dietary purposes.
 - h. Gifts – decide ahead of time otherwise it’s too pricy. Marsha Hovland tiles.
 - i. Will the auction return to spring or stay in the fall – determines how we handle things next year...
8. City Commission Liaison Report
Notes: N/A
9. Other Business
Notes: Amy asked how we’d like to commemorate 100-year homes this year. Post in Ridger? Post to social media? Request to list the 2020 and 2021 100-year homes for the Ridger. Luran to do a brief write-up. Commission can share and distribute as necessary.
10. Adjournment
Meeting adjourned at 9:07 pm. Motion by: Nick Kokotovich, Second: Colleen McKenna, Motion passed unanimously.

Respectfully submitted by Jaclyn Huffman, Recording Secretary 10/6/2021



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

From: Amy M. Allison, City Clerk/Asst City Manager
 To: Jim Breuckman, City Manager
 Date: November 2, 2021
 Re: Historical Commission Treasurer's Report

Below is the October 2021 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

Beginning Balance	\$ 17,327.22
Revenues	
Admission Fees	\$ 1,566.00
Ticket Sales	
Interest	\$ 0.12
Interest Income September	
Expenditures	
Service Charges	
Service Charges September	\$ (13.19)
Operating Supplies	
Tour Expense - B Scott	\$ (133.72)
Tour Expense - C Zupan	\$ (166.78)
Tour Expense - D Spatafora	\$ (400.00)
Tour Expense - L Howard	\$ (60.00)
Tour Expense - V Rizzo	\$ (480.00)
Ending Balance	\$ 17,639.65

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

Timeline and notes for home tour (assumes fall tour)

November:

Select date for tour; contact community center to reserve for afterglow

Create a joint document on Google docs so all can access and report progress; document includes homeowner information a list of those to added to the thank you list.

Determine co-chairs for event and other commissioners' responsibilities as possible

Publicity- as soon as date is determined provide to rec director to put on the city calendar; make sure it is on the website

Advertising

Afterglow (separate checklist)

Docents

Great idea to have one coordinator and to have docents reserve tickets before day of four

All tickets sold day of tour at full price

Two-hour shifts are best

Front door docent deals with booties; back door needs basket or bucket to bring boots around to be reused; chair to put booties on? Booties with the booklet and bracelet?

Clear policy regarding pictures in the homes; sign at tickets if no pictures

Tickets, bracelets, cost of tour

Booklet (system for home descriptions; template; editor; book preparation

Homeowner gifts/state of the art pictures

Signs are any new signs needed?

Sniff about for homes for tour; place home address and name of homeowner and commissioner contact on the joint drive so all can see progress between meetings, once home is promised chairs send thankyou letter to homeowner (letter number 1 on drive)

January (organizational meeting for commission)

Chairs report to commission on any progress made through the holidays

Ask Kersten or Amy to send new city letterhead for correspondence

Contact Barbie Barber for availability

February

Determine homeowner gift and contact individual to create them

Contact caterer (Vince Rizzo) to confirm availability

Contact photographer, Tom Trueter to determine availability; provide Tom with contact person for the tour

As homes are confirmed, send welcome letter and release (number 2 in joint drive), assign home captain; add all this information to the joint drive; list of home captain duties (number 3 on joint drive)

Sniff about for possible homes for tour; place home address and name of homeowner and commissioner contact on the joint drive so all can see progress between meetings, once home is promised chairs send thankyou letter to homeowner (letter number 1 on drive)

March

Continue looking for homes for tour

First press release to

Report on contacts made and

Sniff about for homes for tour; place home address and name of homeowner and commissioner contact on the joint drive so all can see progress between meetings, once home is promised chairs send thankyou letter to homeowner (letter number 1 on drive)

Contact Amy for docent code

April

Sniff about for homes for tour; place home address and name of homeowner and commissioner contact on the joint drive so all can see progress between meetings, once home is confirmed chairs send thankyou letter to homeowner (letter number 1 on drive)

May

Drop dead date for home selection

First communication with docents from past years

Draft of welcome letter to be included in the booklet due (number 3 in joint drive)

Advertiser letters sent. Contact with former advertisers made. As advertisers confirm add name to list on the drive so chair and other members see progress

Check releases from homeowners

June

July, August co-chairs handle workshops to review progress

Email rec supervisor re tent for the day of the tour; water; availability of set up the night before; contact Amy and Kersten to see if a city employee will be helping with tickets day of tour.

September

Last meeting before tour

House captains make sure homeowners have bracelets, books, list of docents

Contact with Barbie Barber to determine schedule to afterglow

Contact caterer for schedule for afterglow delivery and numbers

Tour day

All meet 9 am at ticket tent for last minute issues

Tour begins at 10 until 4

4:30 afterglow begins

Clean up to make sure community center is as needed for Sunday use.

List of correspondence on drive

Homeowner welcome, no 1

Release, no 2

House captain duties, no 3

Docent letter, no 4

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Bruttell Roofing, Inc.

10821 CAPITAL • OAK PARK, MI 48237
(248) 543-3040 • fax (248) 543-5810
Roofing That Works!

CONTRACT

PROPOSAL SUBMITTED TO Pleasant Ridge Historical Museum	PHONE 248-541-2901	DATE October 27, 2021
STREET 23925 Woodward	JOB NAME Police Booth Cedar Repairs	
CITY, STATE, ZIP Pleasant Ridge , MI 48301	JOB ADDRESS Same	
Attn. Rosemary Spatafora		

CEDAR REPAIRS:

As requested, please find a proposal that outlines repairs to the roof at the above referenced building.

We propose the following:

1. Inspect entire roof for missing or broken cedar.
2. Perform cedar repairs to all noted broken or missing cedar shingles.
3. Remove the heavy foliage areas and dispose of.
4. Apply Dewitt's Clean-A-Roof® to the Roof where moss and foliage have built up on the cedar shingle.
5. Clean all debris created from this work

Please note: Dewitt's Clean-A-Roof® product is biodegradable and harmless to landscape.

Thank you for the opportunity to bid this work.

We will perform the specified work noted above for the lump sum price of:
One Thousand Two Hundred Twenty-Five Dollars.....\$1,225.00

Payment to be made as follows:
NET 10 DAYS

Scott Kania

Signature _____
Scott Kania

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from attached specifications involving extra costs will be executed upon Owners' approval and will become an extra charge over and above the contract amount. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. No guarantee is included with the existing roof that will remain. No guarantee is included with repairs. We do not guarantee against damage by the purchaser or 3rd party.

Note: This contract may be withdrawn **10** days by us if not accepted within _____ days.

ACCEPTANCE: This contract & above prices are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____

Bruttell Roofing, Inc.

10821 CAPITAL • OAK PARK, MI 48237
(248) 543-3040 • fax (248) 543-5810

SPECIFICATIONS

JOB NAME:

Police Booth Cedar Repairs

DATE

October 27, 2021

NOTES and UNIT PRICES

- All carpentry is by others except as noted.**
- Cost to clean up small debris and dirt as well as Interior protection of the building contents are not included in the costs above.
- The cost of a building permit** is not included in the contract price. If a permit is requested or required, the cost will be added to the contract.
- Work to improve drainage** is not included in the contract price except as specified.
- Deteriorated deck or structure or wet insulation, if encountered, should be repaired or replaced. This work if necessary will be performed at an additional cost based on Time and materials or at a negotiated unit price.**
- Plumbing work on drains** is not included in the contract price.
- Moving or disconnecting the rooftop HVAC equipment** is not included in the contract price unless specifically stated. We will make every effort to carefully work around the HVAC equipment, gas piping, controls and conduit. However, if the equipment has to be lifted up and/or moved in order to do the specified work, this work is extra. Please note that roofing is heavy work involving cumbersome machinery and bulky materials. Our work requires that we get over and under existing gas piping and electrical conduit. Consequently, piping—especially old pipe or conduit—may not hold together when we move it or go over it. You can trust that we will do our work in a responsible manner, but there may still be some damage to the piping, wiring or conduit. Repairs, if required, will be at additional cost.
- Hidden wiring or conduit**, such as low voltage wiring or line voltage conduit which is buried under the roofing or hidden under the deck, cannot be seen and therefore it is very difficult to avoid coming in contact with it and damaging it. If the owner is aware of such wiring or conduit, it is imperative that the owner provides a scale schematic drawing so that we can locate this wiring prior to starting work. The cost of repairs to damaged conduit, piping or wiring which was hidden, will be extra. All wiring should be in rigid conduit and mechanically protected to minimize the danger to our workers and the potential for damaging it.
- Consequential Damages:** Bruttell Roofing, Inc. does not warrant any water damage to the building or interior that may occur while the work specified in this contract is in progress. Considerable effort will be made to avoid conditions that might cause a roof leak, however, our work may require us to tie into or do staging on an old, deteriorated roof. A deteriorated roof is easily damaged by traffic and heavy equipment. It is very difficult to make a watertight temporary seal because this seal depends on the integrity of the old roofing in order to work. Also, at certain times of the year, weather can be extremely unpredictable and weather prediction at best is not as dependable as may be desired. Bruttell Roofing, Inc. will make a good faith attempt to provide adequate temporary seals as required and will schedule the work to be done when the weather and predicted weather is conducive to the proper execution of the work in order to minimize any risk. **Bruttell Roofing, Inc. expressly limits its liability for consequential damage to: a) repairs to the roof in order to make it watertight; b) replacement of any water-damaged new roofing; and c) mitigation of any further damage to the building or contents. A written warranty will cover the completed work.**
- For roof work in general and especially if a tear-off of existing roofing is required, please note the following: roof work and roof tear-offs disturb the deck. At a minimum dust or dirt attached to the underside of the deck will be dislodged. In addition, where fasteners are removed and around other penetrations, dirt will be able to filter into the building. Where the building has no intermediary ceiling, dust from the roof may cause a concern for the occupants below. No clean up of the interior is included unless specified in writing.
- Insulation availability and costs are volatile. World chemical shortages have caused materials to be in short supply and prices to change without notice. This fact may result in delays to the project and or price increases to this contract. If either or both of these conditions should occur we will notify the owner. The additional cost of the insulation will be passed on to the owner as an increase to the contract amount.
- Winter Work: This contract does not include extra work to remove ice and snow. Consequently, work done between November 15th and April 15th can be problematic if normal climatic conditions for late Fall and Winter prevail. If it is necessary to do the specified work when snow and ice are present, we will remove the ice and snow on a labor plus materials basis. (Labor rate will be \$45.00/hr.)
- Ventilation, Condensation, Water Vapor & Mold: Bruttell Roofing, Inc does not represent itself as an expert in mechanical ventilation or vapor transmission. Problems such as excessive heat loss or vapor transmission that may cause the formation of condensation within or on the structure or the roofing system as well as mold formation and related concerns are not addressed in this contract. The owner may wish to contact a ventilation or insulation expert to verify that adequate insulation or ventilation is in place.
- There are no guarantees with repair work.

ACCEPTANCE: Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This page becomes part of and in conformance with the attached contract.

Signature _____

Date _____

Signature _____

Date _____



10125 E Jefferson Ave.
 Detroit, MI 48214
 313.626.2000

ESTIMATE 1478

BILL TO

Lauran Howard
 City Of Pleasant Ridge
 23925 Woodward Ave
 Pleasant Ridge MI 48069-1135
 United States

DESIGNER: Dana Saxon
CUSTOMER: 7086 Pleasant Ridge, City Of
PROJECT:
DATE: 10/10/2021
DRAWING: Commemorative reorder
TAX STATUS: No

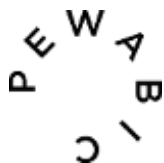
ELEVATION	ITEM	DESIGN GLAZE	LENGTH	QTY	RATE	AMOUNT
	4x6 Commemorative - F10-Kale standard			50	\$54.00	\$2,700.00
	Mold fees			1	\$30.00	\$30.00
	Gift Box 6X6			50	\$1.00	\$50.00
	4x4 Commemorative - A31-Sweet Pea standard			50	\$32.00	\$1,600.00
	Mold fees - repour			1	\$185.00	\$185.00
	4x4 Gift Box			50	\$1.00	\$50.00
	8x8 Commemorative - A45-Laurel standard ROUND			50	\$85.00	\$4,250.00
	Mold fees			1	\$30.00	\$30.00
	Gift Box 8X8			50	\$1.00	\$50.00
	Project management fee			1	\$125.00	\$125.00
	Layout and Fit (per project) - boxing and handling			1	\$75.00	\$75.00
	Area/Square Footage = 36			1	\$0.00	\$0.00
	Lead time is estimated at 20-24 weeks from date of deposit and signed production agreement.			1	\$0.00	\$0.00

NOTE: Estimates are good for 30 days. Additional design, shipping, and handling costs may be added at time of order.

SHIPMENT METHOD: Customer Pick up
LEAD TIME: 20-24 weeks
TOTAL SQ FOOTAGE:

SUBTOTAL	\$9,145.00
SHIPPING COST	\$0.00
TOTAL TAX	\$0.00
Discount	
TOTAL	\$9,145.00

NOTE: Estimates are good for 30 days. Additional design, shipping, and handling costs may be added at time of order.



10125 E Jefferson Ave.
 Detroit, MI 48214
 313.626.2000

ESTIMATE 1478

BILL TO

Lauran Howard
 City Of Pleasant Ridge
 23925 Woodward Ave
 Pleasant Ridge MI 48069-1135
 United States

DESIGNER: Dana Saxon
CUSTOMER: 7086 Pleasant Ridge, City Of

PROJECT:

DATE: 10/10/2021
DRAWING: Commemorative reorder
TAX STATUS: No

ELEVATION	ITEM	DESIGN GLAZE	LENGTH	QTY	RATE	AMOUNT
	4x6 Commemorative - standard	F10-Kale		50	\$54.00	\$2,700.00
	Mold fees			1	\$30.00	\$30.00
	Gift Box 6X6			50	\$1.00	\$50.00
	4x4 Commemorative - standard	A31-Sweet Pea		50	\$32.00	\$1,600.00
	Mold fees - repour of 4x4			1	\$185.00	\$185.00
	4x4 Gift Box			50	\$1.00	\$50.00
	8x8 Commemorative - standard ROUND	A45-Laurel		50	\$85.00	\$4,250.00
	Mold fees			1	\$30.00	\$30.00
	Gift Box 8X8			50	\$1.00	\$50.00
	Mold fees - repour ornament mold			1	\$185.00	\$185.00
	Custom Work - commemorative - 3" round ornament			50	\$26.00	\$1,300.00
	4x4 Gift Box			50	\$1.00	\$50.00
	Project management fee			1	\$125.00	\$125.00
	Layout and Fit (per project) - boxing and handling			1	\$75.00	\$75.00
	Area/Square Footage = 36			1	\$0.00	\$0.00
	Lead time is estimated at 20-24 weeks from date of deposit and signed production agreement.			1	\$0.00	\$0.00

NOTE: Estimates are good for 30 days. Additional design, shipping, and handling costs may be added at time of order.

SHIPMENT METHOD: Customer Pick up

LEAD TIME: 20-24 weeks

TOTAL SQ FOOTAGE:

SUBTOTAL	\$10,680.00
SHIPPING COST	\$0.00
TOTAL TAX	\$0.00
Discount	
TOTAL	\$10,680.00

NOTE: Estimates are good for 30 days. Additional design, shipping, and handling costs may be added at time of order.