

Pleasant Ridge Historical Commission  
Meeting Minutes: Wednesday, September 7, 2022

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

1. Meeting was called to order at 7:14 pm by Chairman, Lauran Howard.
2. Members in attendance: Lauran Howard, Jaclyn Huffman, Colleen McKenna, Rosemary Spatafora, Lisa Wetzen, Amber Herrick, Nick Kokotovich, City Representative Kersten Emsley, Liaison Katy Schmier, Attending via Zoom: Don Daniels, Excused absence: Nick Ziems
3. Approval of June 1, 2022 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 June 2022 Treasurer’s report. Motion by: Nick Kokotovich, Second: Lisa Wetzen, Motion passed unanimously.  
Notes: Don to check the total sales on Pewabic.
6. Historical Commission Updates:
  - a. Pewabic Tile Sales: 20 total sales to date. Discussion on how to manage credit card sales for tiles. Katy to revisit online sales through the ticket site we use for tour sales. Will also visit tacking onto water bill. Pewabic has second run tile they want to sell to us for a discount.  
Motion: Authorize Lisa and Lauran to go to Pewabic to negotiate the lowest price possible on the “seconds” tiles and purchase those that are suitable for sale. Motion by: Colleen McKenna, Second by: Rosemary Spatafora, Motion passes unanimously.
  - b. Museum Maintenance: Search for someone to advise on the sign frames on the museum. Don confirms they need repair, shouldn’t need to be replaced. The 2 exterior sign frames. Check PR PR for handy man (or woman). Have said person check other issues within the museum. Lauran and Katy have a couple names they will check with.
  - c. DIA Inside/Out application/award: Rosemary and Jackie volunteered to help Nick Z with organizing. A virtual orientation will be hosted by the DIA on Tuesday, September 13th via Microsoft Teams. Lauran to send email to Nick to confirm he has the meeting covered and if not, Rosemary or Jackie can join in his place.
  - d. DVD transfer listing: List provided in meeting packet of what’s included on all DVDs. Host them in the Historical Commission OneDrive, or host on YouTube so that they are accessible to the public. Colleen recommends creating a digital housing subcommittee to discuss the best use of digitizing our content. Subcommittee volunteers: Colleen, Nick K, Nick Z. All ¾ tapes have been converted to digital DVD and have been Socrra’d! Nick has a VHS tape that needs to be reviewed.

7. Pleasant Ridge Then and Now II graphic design and printing expenses  
Motion: Approve the quote for the Pleasant Ridge Then and Now II graphic design, and recommend to the City Manager payment in the amount of \$6,200 to CHM Graphics for the purchase of an editable file to be owned by the Historical Commission.  
Motion by: Lauran Howard, Second by: Colleen McKenna, Motion passes unanimously.  
Notes: When complete, completed book will be provided on a flash drive and a copy of the book printed. Make sure we own the file after. Questions to ask Kathleen: Does the cost include any further edits? Is the format of the book something that works for simple compatible printing?
8. 2023 Home and Garden Tour –  
Motion: Set the date for the Home and Garden Tour to June 24, 2023. Motion by: Colleen McKenna, Second by: Amber Herrick, Motion fails.  
Motion: Set the date for Home and Garden Tour to September 23, 2023. Motion by: Colleen McKenna, Second by: Amber Herrick, Motion passes unanimously.
9. Home and Garden Tour booklet advertising agreement –  
Motion: Refer the proposed contract regarding advertising for the home and garden tour to the city manager for his review. Motion by: Lauran Howard, Second by: Lisa Wetzen, Motion passes unanimously.
10. Discussion regarding the Historical Commission's organizational meeting –  
Motion: Continue with our organizational meeting in January. Motion by: Colleen McKenna, Second by: Rosemary Spatafora, Motion passes unanimously.
11. City Commission Liaison Report –  
Customize application to fill vacancies towards specific qualifications.  
Skymint has been approved. Woodward Heights next step meeting on September 28 via Zoom to introduce recommendations. Use learnings and feedback on other streets in the city.
12. Other Business –  
Nick has been searching for old directories on eBay, etc and has purchased multiple copies – Polk Directories: 1924, 1936, 1950, 1959. Commission is ok with retaining them in the museum. Nick also has returned photos and watercolor that he scanned to Lauran for potential use in PR Now and Then.  
Tuesday, September 13 Museum Opening (before city commission) - Lauran  
Saturday, September 17 Museum Opening - Lisa
13. Adjournment  
Meeting adjourned at 9:33 pm. Motion by: Colleen McKenna, Second: Lisa Wetzen, Motion passes unanimously.

Respectfully submitted by Jaclyn Huffman, Recording Secretary 9/8/2022