



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

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**Pleasant Ridge Historical Commission**  
**Wednesday, October 5, 2022**

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, October 5, 2022, 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:
  - a. Regular Meeting Minutes held Wednesday, September 7, 2022.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Treasurer’s Report.
6. Historical Commission updates:
  - a. Centennial Tiles and homeowner letter
  - b. Museum Request – Annual Tree Lighting
  - c. DIA Inside/Out application/award.
7. Pleasant Ridge Then and Now II Update
8. 2023 Home and Garden Tour.
9. City Commission Liaison Report.
10. Other Business.
11. 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, 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



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From: Amy M. Allison, City Clerk  
To: Jim Breuckman, City Manager  
Date: October 3, 2022  
Re: Historical Commission Treasurer's Report

Below is the September 2022 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

<b>Beginning Balance</b>		<b>\$ 14,367.10</b>
<b>Revenues</b>		
	None	
<b>Expenditures</b>		
Misc Expenses		
Then and Now Printing and Publication		\$ (6,200.00)
<b>Ending Balance</b>		<b>\$ 8,167.10</b>

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

## Centennial tiles

Attached to the agenda is a draft letter to homeowners of centennial homes for this and next year. It made sense to me to send letters to those homeowners at the same time.

Kersten reported that we have 10 tiles available at city hall.

Because we are old customers Pewabic will allow us to order one tile at a time if we wish to do so. My own thought is that we should keep the project in a smaller time line and ask people to order by a certain date. I have put language like that in the letter. I have also mentioned an order form but have not created one. I thought the group should decide how to do this and whether to have a form or not.

Jim and Amy will use mail merge to send the letter to the homeowners involved since there are so many. Jim said this will take about 10 days from start to mailing. He suggested 30 days in which to accept orders.

We had discussed having members at city hall on election day to sell the ornaments that we have so I thought we could also sell/take orders on these as well.

Thanks, Lauran

City stationery  
Pleasant Ridge Historical Commission

**DRAFT**

John and Jane Doe  
22 Oakland Park Blvd.  
Pleasant Ridge, MI 48069

Re: Centennial Home in Pleasant Ridge

Dear John and Jane:

Congratulations! the city records reflect that you are the owner(s) of a centennial home in 2022 or 2023.

For several years the Historical Commission has offered owners of homes such as yours the opportunity to purchase a Pewabic tile that celebrates your home's status. A picture of the tile is attached.

In 2022 we celebrate 29 homes reaching 100, and in 2023 the number is 71. A limited number of tiles are available for purchase at city hall for \$80 (slight upcharge for credit card) We will be happy to take orders for tiles when supplies are exhausted. If you wish to order a tile please do so by \_\_\_\_\_ so that we may work efficiently with Pewabic to deliver your tile as soon as possible. If you cannot get to city hall within their business hours please complete the attached order form and place it in the drop box outside of city hall. We will also try to have historic commission members available on election day at the community center taking orders.

We look forward to working with you,

Pleasant Ridge Historical Commission

## Santa in the Museum

Shawnie at recreation has asked that we allow Santa to sit in the police booth the evening of the tree lighting. It is warmer than the tent and a nice venue for Santa. They only want him there the one night.

As you know Carol Boyd and Conrad Stack have created the winter village in the museum for that event for several years when covid has not been an issue. They are willing to do it again.

If Santa is in the tent that evening Carol and Conrad would have to build the village afterward. If they do that they would like us to have “open days/hours” maybe on Saturday or an evening or two when the community could come to see the village. Without that, putting it up is a lot of work with only a couple of hours for people to see it.

I have let Shawnie know that the commission will decide and that I will let her know as soon after the meeting as I can.

Thank you, Lauran