



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

Pleasant Ridge Historical Commission
Wednesday, June 7, 2017

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, June 7, 2017, 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. Consideration of the following minutes:
 - Regular Meeting Minutes held Wednesday, May 3, 2017.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Consideration of the Treasurer’s Report.
6. Consideration of the Historical Commission updates:
 - a. 2017 Home and Garden Tour.
7. Consideration of the City Commission Liaison Report.
8. Other Business.
9. Adjournment.

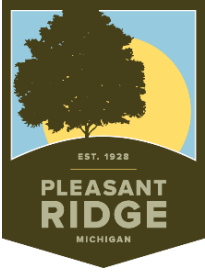
In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Pleasant Ridge Historical Commission
Meeting Minutes
Wednesday, May 3, 2017

1. Meeting was called to order 7:05 pm by Don Hoefler, Chair.
2. In attendance: Cathie Gillis, Amber Herrick, Jessica Herzig, Don Hoefler, Lauran Howard, James Koeppen, Nick Kokotovich and Conrad Stack. Missing: John Wright. Also in attendance: Bret Scott – City Commission Liaison, Amy Drealan – City Clerk and Darren Humphreys.
3. Consideration of April 5, 2017 meeting minutes: Motion to approve by Lauran Howard, second by Cathie Gillis. All in favor.
4. Public Comments – Items not on the Agenda: None
5. Treasurer’s report for April 2017 by Conrad Stack: Revenues: \$45.00; Expenditures: \$0.00; Ending balance: \$14,207.33. Motion to approve by Jessica Herzig, second by Amber Herrick. All in favor.
6. Consideration of the Historical Commission updates:
 - a. Speaker Series
 - i. John Wright and Scott Pietrzak are preparing presentation on the history of the Pleasant Ridge pool. The session is scheduled for Wednesday, August 2, 2017. Notification will be in the summer Ridger.
 1. Topics to be included:
 - a. Use of 4 Ridge prior to 1960. (PR Then And Now)
 - b. Recreation in PR
 - c. First pool and early community center 1960
 - d. Stock certificates
 - e. Bath house 1992
 - f. Bath house replacement, community center addition, second pool (2003 vote, 2004 construction)
 2. Visuals:
 - a. News clips, pictures, “vote no” flyer, “vote yes” pins, swim show flyers, videos of meets and swim shows
 - ii. The following are ideas we have been tossing around and want to keep on our radar:

1. Andrew Mutch writes a blog about southeastern Michigan Sears kit homes. Specific to Pleasant Ridge, he has confirmed two homes are Sears's kit homes. One on Kensington and one on Devonshire. Andrew did a speaker series in Huntington Woods on September 21st and is willing to also do something in Pleasant Ridge. John Wright and James Koeppen went to the presentation and it was very interesting. Becky Uber thinks there other kit homes in PR and can provide details.
 2. Don Hoefler and James Koeppen met with Dave and Sandra Smith on Oxford and obtained the remaining videos that aired on the cities government channel. They brought up the subject of the Smith's doing a speaker series and they are thinking it over. Don Hoefler will contact Scott Pietrzak who has the rest of the videos which we believe may have been digitized.
 3. James Koeppen will reach out to Dan Austin who wrote "Forgotten Landmarks of Detroit" or Gregory C. Piazza who wrote "A History of Detroit Palmer Woods" to see if they have interest.
 4. There is a strong interest by residents to learn how to research their homes. We discussed doing a field trip to learn ourselves. We would include information on how to research your home through the Burton Historical Collection at the Detroit Public Library and Oakland County records in Pontiac.
- b. 2017 Home and Garden Tour
- i. 2017 tour date is June 10th from 10:00 am – 4:00 pm.
 - ii. See detailed notes at the end of this document.
- c. Museum Staffing
- i. Third Saturday of the month from 10:00 am – 12:00 pm.
 1. May 20, 2017 – Conrad Stack
 2. June 10, 2017 – Jim Koeppen (during ticket sales 10:00 am – 2:30 pm)
 - ii. The property database is available on CD for Historical Commissioners to send home files. We will also see if we can put these files in the cloud or private network so we can access from home.

- iii. General museum notes: \$10 donation to email home file. The person holding the museum key should bring it to our meeting and give to the next person opening the museum. A few days prior to the museum opening, have someone do a Facebook post notifying residents when it will be open.
 - iv. Have Scott come and show the database in a future meeting for new members.
 - d. Lighting in Parks
 - i. James Breuckman has not received anything back from Illuminart yet. He will schedule a meeting with key stakeholders to ensure everyone is on the same page once he has a proposal. The Foundation has not been approached. Luran has reminded Robert Campbell of the process.
- 7. Consideration of the City Commission Liaison Report by Bret Scott:
 - a. Norwich construction is in progress.
 - b. Public hearing notice for budget approval will be going out.
 - c. Officer Glen is retiring May 30th.
- 8. Other Business:
 - a. Luran Howard reported the Garden Club has completed the work to spruce up the gardens around the Historical Museum. Luran has a bill for the work which has been completed. \$703.51 submitted to Amy to reimburse the Pleasant Ridge Garden Club.
 - b. Conrad Stack will fix the storm door on the Police Booth.
 - c. Concrete step is crumbling, Amy will look into the cost of a concrete casted step.
 - d. We can start holding meetings in the Historical Museum if we prefer. Some brought up concerns about lack of space. Will consider holding a workshop in the museum in the summer. (After home and garden tour.)
 - e. Don Hoefler will coordinate a full re-vamp of the Historical Commission website with Scott Pietrzak.
- 9. Adjournment at 8:34 pm. Motion by Cathie Gillis, second by Conrad Stack. All in favor.



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Historical Commission Members
Date: May 1, 2017
Re: 2017 Home and Garden Tour Items

House Captains/Tour Assignments

Below is the list of confirmed properties for the Home and Garden Tour. At this time house captains should be assigned so that docents can be recruited.

- The House Captain is responsible for determining docent shifts (2 or 3 hours) and number of docents per shift. Then he/she needs to obtain and schedule docents.
- Jessica has updated the Docent and Homeowner letters. Gifts include 2 tour tickets.
- Discounted price for docents will be \$10. Amy will assign discount code so we can tell the docents.

Address

Captain

Address	Captain
40 Kensington	Amber Herrick – 3 docents per shift
85 Wellesley	Jessica Herzig – 3 docents per shift
77 Wellesley	Conrad Stack – 3 docents per shift
36 Oakland Park	Lauran Howard – 5 docents per shift
8 Kenberton	John Wright – 4 docents per shift
130 Maplefield	Nick Kokotovich – 4 docents per shift
51 Oakdale	Cathie Gillis – 3 to 4 docents per shift
Ticket Sales	Don Hoefler (Amy & Darren will be on site)
Museum Staff	James Koeppen

Tour Ticket Prices

A determination should be made as to the cost for the ticket this year. In the past, tickets have been \$15.00 presale, \$20.00 day of. Press release has \$15.00 and \$20.00. Customer pays fee online. Will sell tickets at City Hall which can be added as participant. (No service fee, allows electronic check-in.) Everyone will get a wrist band this year for entrance. City has wrist bands.

Media Release

Jessica has sent out the media release. The Detroit News is going to spotlight the Stokes home in the Homestyle section and will be tied into the tour. C&G is picking it up. Amy will post on the City of Pleasant Ridge Facebook site and set up as an event. (Site is open to all. Can comment on posts and share, but can't add posts.) We can share it out to other sites from there. (Will include information from the press release.) Donated 2 tickets to the Foundation for the auction. Jessica authorized to give complimentary tickets for media if interested.

Booklet/Advertising Update

As of today, I have received one house write up. I have not received any advertising copy and/or fees. All of the information regarding the properties-including signed homeowner releases and any advertisement information and ad fees must be returned to me by no later than **Monday, May 15th**. This will give time for the booklet to be proofed before the final copy is sent for printing.

- Scott Pietrzak will put the tour book content together and coordinate with the printers.
- Amy has all of the write ups and pictures. Thomas Treuter took the pictures. Jessica will invite him and Jan to the Afterglow. Amy will get copy of disk to Don for frames.
- Nick and Amber will edit the book. Don will be on copy as well.

Signage

Is there interest in posting yard signs again this year? We have done these in years past. They would be ordered and can be placed along the greenbelt and at key corners of the City to advertise the signs. They would be similar to the signs ordered for the Citywide Garage Sale.



Sample:

The sign can be green and white or black and white. Please let me know if there is interest in signs again this year. The cost would roughly be \$400 for 20 signs (full color both sides) with stands.

- Cathie has signs that she puts up every year at no cost. We will continue to use Cathie's no cost option. (Two big signs and signs in front of the homes on tour)

Homeowner gifts

Gifts for the homeowners will need to be ordered. A member of the Commission will need to spearhead this item.

- Sandy Johnstone is going to take care of the stones. Don will invite Sandy to the Afterglow.
- Don Hoefler and Jim Koeppen will take care of the frames with State of the Art.
- No tiles this year as inventory is low.

Afterglow

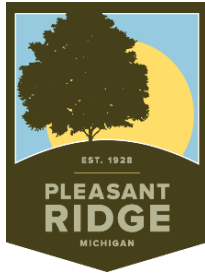
A budget should be set for the afterglow party, if the Commission still desires to hold one. Catering and location details would also need to be determined. The Community Center is not available for the afterglow.

- Don & Jim will host afterglow at 5:00 pm, 12 Oxford Blvd
- George Fischer will take care of the food catering
- Don Hoefler will take care of beer, wine and water (Holiday may allow some returns if unused)
- Budget is \$1,000 for food and beverages
- Conrad will get pub tables (all – 2?), covers, 3 long tables and 20 chairs

Other Tour Details

- Conrad will get 2 tables, 4 chairs and 10x10 tent for ticket sales at City Hall from 10 am – 2:30 pm.
- Amy and Darren Humphrey will make sure there are tables, cash box and two iPads for ticket scanning.
- Restrooms will be available at the Community Center, the Gainsboro Shelter and City Hall.
- The swim team time trails are from 7:45a – 10a. Parking will be at a premium. Construction vehicles for the Norwich/Hanover project are stored in the overflow lot of the Community Center – so that lot may not be available for parking.
- Ask Lee and Charles about parking in their lot.
- Parking along Ridge Road is for homeowner parking during construction and is noted as such.
- The Environmental Committee will be holding a plant exchange and sale in Gainsboro Park from 8a – 1p. (will be on map in tour book)

- Graduation party on Wellesley starting around 3:00/4:00.
- Garden Club will have water at 2 of the houses: 85 Wellesley, 8 Kenberton
- Security: House Captains to let homeowners know to put small valuables away (or ensure docent in rooms where concerns) and include a note in docent letter.
- Jessica to provide Bret a Media Release so he can cover in the city meeting on Tuesday, May 9th.
- People will need to take off their shoes at a couple of the houses. \$9 for 100 shoe covers – 4 boxes to be ordered by Darren and Amy and can be kept at each house that needs them:
 - 40 Kensington
 - 36 Oakland Park Blvd
 - 130 Maplefield
 - 51 Oakdale



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

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: June 5, 2017
Re: Historical Commission Treasurer's Report

Below is the May 2017 Historical Commission Treasurer's Report. Here is the detail for the revenues and expenses listed:

Beginning Balance		\$14,207.33
	Revenues	
Sales		\$60.00
	Tile Sales	
Use & Admission Fees		
	Home and Garden Tour Ticket Sales	\$75.00
Interest Income		
	Dec 2016 - March 2017	\$12.00
Contributions		
	Home and Garden Tour Ad Sales	\$1,600.00
	Expenditures	
Service Charges		
	Bank Service Charges Dec 2016 - March 2017	\$(39.17)
Maintenance & Repair of Buildings		
	Thermostat for Museum	\$(24.98)
Miscellaneous Expenses		
	Garden Club Plantings	\$(703.51)
Ending Balance		\$15,186.67

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