

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

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Pleasant Ridge Historical Commission  
Wednesday, January 10, 2018

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, January 10, 2018, 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, November 1, 2017.
4. PUBLIC COMMENTS – Items not on the Agenda.
5. Consideration of the Treasurer’s Report.
6. Consideration of the Historical Commission updates:
  - a. Speakers Series.
  - b. 2018 Home and Garden Tour.
  - c. Museum Staffing.
  - d. Pewabic Tile update.
7. Consideration of the election of the following offices:
  - a. Chairman.
  - b. Vice Chairman.
  - c. Treasurer.
  - d. Secretary.
8. Consideration of the City Commission Liaison Report.
9. Other Business.
10. 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, November 1, 2017

1. Meeting was called to order 7:02 pm by Don Hoefler.
2. In attendance: Cathie Gillis, Amber Herrick, Jessica Herzig, Don Hoefler, Lauran Howard, James Koeppen, Nick Kokotovich and John Wright. Missing: Conrad Stack. Also in attendance: Amy Drealan – City Clerk and Darren Humphreys. Guest: Michael Valentine.
3. Consideration of October 4, 2017 meeting minutes: Motion to approve by Nick Kokotovich, second by Jessica Herzig. All in favor.
4. Public Comments – Items not on the Agenda:
  - a. 65 Sylvan – Michael Valentine has been asked to put his home on the 2018 tour. Will discuss it with his wife.
  - b. Front porch concert series in Ferndale. Could we expand that? Probably more the recreation commission. They meet the last Wednesday of the month.
5. Treasurer’s report for September 2017 by Amy Drealan: Revenues: \$0; Expenditures: \$75; Ending balance: \$16,938.83. Treasurer’s report for October 2017 by Amy Drealan: Revenues: \$105; Expenditures: \$1,535; Ending balance: \$15,508.83. Motion to approve by James Koeppen, second by Cathie Gillis. All in favor.
6. Consideration of the Historical Commission updates:
  - a. 2018 Home and Garden Tour
    - i. Our goal is to continue to have the tour every year. The 2018 tour is planned for June 2<sup>nd</sup> from 10:00 am – 4:00 pm.
    - ii. Current status for 2018 tour:
      1. Cathie – 6 Norwich **confirmed**, 85 Amherst garden **confirmed** (Stacey S.)
      2. James – 21 Norwich **confirmed**, 3 Oxford maybe (Amber will assist)
      3. Conrad – 3 Poplar Park **confirmed**
      4. Jessica – 65 Sylvan (Maybe, Mike in attendance)
      5. Nick – 52 Oakdale (Maybe, 3 story white, if not this year next, working on a couple of things, 50/50 chance), 128 Elm Park (wife, needed to talk to husband, left message with no response)
      6. Lauran – 27 Oakdale – **confirmed**
      7. John – 22 Devonshire – **confirmed** (Sandy)

8. Amber – 46 Wellesley – Andrew Kuhn will check
- iii. Send letter to confirmed homes thanking them along with blue Pewabic ornament. Jessica Herzig motion to approve, second by Amber Herrick. All in favor. **Don Hoefler was assigned the task to write the letter and deliver with the ornament, but this was not done.**
- iv. Afterglow Budget for 2018.
  1. John Wright made a motion to limit 2018 Afterglow budget to \$1,000, second by Jessica Herzig. All in favor except Lauran Howard.
  2. Lauran Howard will host Afterglow at her home on Oakland Park Blvd.
- v. 2018 Ticket Prices
  1. Jessica Herzig made a motion to increase ticket prices by \$5, second by Lauran Howard. (Day of tour \$25, purchased in advance \$20 and docent \$15.) All in favor.
- vi. Book Printing
  1. Jessica Herzig will post on Facebook that we are looking for residents with skills to create the book content. (Scott Pietrzak will be very limited in time to assist. Amy Drealan suggested we consider using someone else to pull the content together.)
  2. Birmingham schools could potentially print the book cheaper. Amber Herrick will email Brian first, then send contact information to Lauran Howard.
  3. Intermediate School District also does outside work. Lauran Howard will look into this.
  4. Amy confirmed Microsoft Publisher is the tool Scott Pietrzak has been using.
- b. Museum Repairs
  - i. Jessica Herzig made a motion to spend \$300 to replace the concrete step in front of the Historical Museum, second by John Wright. All in favor.
- c. Museum Sign
  - i. John Wright made a motion to spend up to \$50 for a new sign with hours listed, second by James Koeppen. All in Favor.
- d. Museum Staffing

- i. Third Saturday of the month from 10:00 am – 12:00 pm.
    - 1. November 18, 2017 – Amber Herrick
    - 2. December 16, 2017 – John Wright (with free candy canes!)
  - ii. General museum notes: The property database is available on CD for Historical Commissioners to send home files. \$10 donation to email home files. 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, do a Facebook post notifying residents when it will be open.
  - iii. Have Scott come and show the database in a future meeting for new members.
- e. Pewabic Tiles
- i. 4”x 4” Square Tile
    - 1. \$185 for mold
    - 2. \$27 per tile
    - 3. Everyone preferred to do the tile in green
    - 4. Motion to order 50 green tiles by James Koeppen, second by John Wright. All in favor.  $(\$50 \times 27) + \$185 = \$1,535$  – 14 week return time, will not be here by Christmas.
  - ii. Centennial Home Tiles
    - 1. The expense will become too great to continue to provide for free to every Centennial home, discussed other options (changing the tile, sharing costs with residents, etc.)
    - 2. Luran will price out a couple of options to see how it prices out with different tile sizes/styles, show total cost (8 inch round, 6 inch round, 5 inch round and 4 inch square.) Will bring to the January meeting.
    - 3. We were incorporated as a village in 1919, could be a potential cutoff date for the current tile we are providing free to homeowners with 100 year old homes.
- f. Centennial Homes Presentation
- i. The Centennial homes presentation will be done at the December 12<sup>th</sup> City Commission meeting.
  - ii. There are two properties to be recognized – 28 Elm Park and 71 Kensington.

- iii. Don Hoefler will reach out to Thomas Treuter for the pictures.
- iv. Scott Pietrzak will update the presentation with old census and current pictures.
- v. John Wright will present at the meeting.

g. Speaker Series Ideas

- i. Nick Kokotovich – People interested in Kit homes. Don Hoefler to send Andrew Mutch contact information to John Wright.
- ii. Lauran Howard – Grosse Point War Memorial did something ‘We Love Our Old House’.
- iii. John Wright – Old house in an old town.
- iv. Don Hoefler – Researching your old home. Nick Kokotovich has a lot of notes on what he has done, will think about ways to make presentable.
- v. We are willing to offer a stipend for up to \$100 for the speaker.

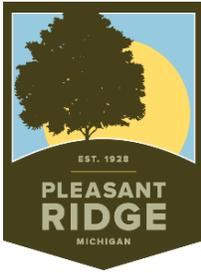
7. Consideration of the City Commission Liaison Report:

- a. Work at 4 Ridge is almost done. (Could we have future Afterglows there?)

8. Other Business:

- a. The Tree Lighting Ceremony will be held on December 4<sup>th</sup> at 6:00 pm.
  - a. Jessica Herzig made a motion to spend up to \$300 for reindeer during the ceremony, second by Nick Kokotovich. All in favor.
  - b. Amber Herrick made a motion to open the Historical Museum during the ceremony, second by John Wright. All in favor.
  - c. Jessica Herzig and Lauran Howard are available to work during the ceremony. Darren Humphreys will be there if credit card payment needed.
  - d. The City will pay for pictures and cookies.
- b. Lighting project
  - a. The Historical Commission, Garden Club and Foundation have now agreed to allocate up to \$10k from each group for the Stephenson Park lighting project.
- c. The Historical Commission website needs to be re-created and linked to the city’s main site. The date of the 2018 home tour is incorrect and needs to be fixed by the city.
- d. Nick Kokotovich spoke with Scott Pietrzak about doing a Google drive for our documents. Will follow up with him again. Subject to Freedom of Information Act.

- e. Cathie's last meeting is today. John Wright has reappointed for his second term. Don Hoefler has decided not to reappoint for a second term.
  - f. There will be no meeting in December.
  - g. The January meeting will be held Wednesday, January 10<sup>th</sup> at 7:00 pm at 4 Ridge. (One week later than normal due to the holidays.)
9. Adjournment at 8:40 pm. Motion by Amber Herrick, second by Jessica Herzig. All in favor.



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From: Amy M. Drealan, City Clerk  
To: Jim Breuckman, City Manager  
Date: January 10, 2018  
Re: Historical Commission Treasurer's Report

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

<b>Beginning Balance</b>	<b>\$ 15,508.83</b>
<b>Revenues</b>	
Sales	
Pewabic Tile Sales	\$ 1,243.00
Interest Income	
Interest Allocation	\$ 1.59
Contributions & Donations	
Museum Donations	\$ 139.00
<b>Expenditures</b>	
Operating Supplies	
Home and Garden Homeowner Gifts	\$ (400.84)
Building Maintenance & Repairs	
Museum Roof Repair	\$ (375.00)
Miscellaneous Expenses	
Magazine Subscription & Tree Lighting Supplies	\$ (385.00)
Capital Outlay	
Stevenson Park Lighting	\$(10,000.00)
<b>Ending Balance</b>	<b>\$ 5,731.58</b>

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

Report to Historical Commission  
Sale of Blue Pewabic Ornaments on Election Day and at the Tree Lighting  
Tree Lighting Home File Reviews

Darren Humphreys had suggested that we attempt sell our Pewabic \$15 ornaments at 4 Ridge on Election Day. The Pleasant Ridge Woman's Club kindly allowed us to use the table they had already reserved for sale of the lasagna dinner. They also said we could ask the women selling tickets during the day to also sell the ornaments. I worked from 7 am to 11 and sold a few ornaments, however, my successor, Cara Edwards sold so many she had to call and ask me to bring her more from the Museum! (She is in the real estate business) That was true throughout the day. The women sold 9 tiles via credit card-\$135; 9 via check-\$135; and 36 in cash- \$540. There was also a check mistakenly given to the Women's Club so the check total was eventually \$15 higher. The total for Election Day is \$825.

Opening the Museum on the evening of the Tree Lighting resulted in another 15 tiles sold for a total of \$225. Don came in (helped with my pathetic luminaria) and suggested we hold out 10 tiles so that we would have them for the home tour. I put 10 tiles in a box and labeled "do not sell" so we have them for home tour contributors. They are in the drawer in the bench at the Museum. Darren took the few remaining tiles to City Hall so they could be sold there. Amy may have numbers on that at the January meeting. We may be sold out.

The normal amount of cash in the cashbox worked fine. If we have the new green tiles to sell next year we may want to get more cash. Many people have a \$20 and we needed many \$5's. One man at the beginning of the night wanted change for a \$100 bill and was put out that I did not give him all of our change. Had I done so we would not have had change for all of the other, more reasonable, customers. I wish I had suggested he come back at the end of the night to see if we had more change at that time but he left in a bit of a huff.

Many, many people came in the Museum, before, during and after the Tree Lighting. Jessica and I were there at the beginning. When her children wanted to see Santa and the Tree Lighting, Conrad and his wife Carol came in and pulled files for folks to review. We definitely needed at least two commissioners there, one to sell tiles and watch the cash box, the other to pull the home files people wanted to review. John Wright was also with us helping and answering questions. A former commissioner, Kevin, came with his kids and was thrilled that we were still using the files he created.

We had so many more people than anticipated. People were thrilled to be able to come in to the Museum when they were there doing something else. Many had not been in before. Jessica figured out how to turn on the light that was on a timer and we were in business. We may want to remove some of the chairs and rearrange things a bit for next year so we make as much room as possible. I will also have luminaries that work.

Lauran Howard January 2, 2018