
**PITTSFIELD CHARTER TOWNSHIP HISTORIC DISTRICT COMMISSION
REGULAR MEETING MINUTES**

September 5, 2018
Pittsfield Township Administration Building
6201 W. Michigan Avenue
Ann Arbor, MI 48108

MEMBERS PRESENT: LeClair, Paas, Richards, Scribner, Wall

MEMBERS EXCUSED: Ferguson and Harwood

OTHERS PRESENT: None

1.0 Call Meeting to Order/Determination of a Quorum

Chair Wall called the meeting to order at 5:30 p.m. A quorum was present.

2.0 Pledge of Allegiance

Chair Wall led the Pledge of Allegiance.

3.0 Roll Call

All present except Commissioners Ferguson and Harwood

4.0 Open Meetings Act/Public Comment

Under the Open Meetings Act, any person may come forward at this time to address the Commission. Anyone who wishes to speak is requested but not required to state his/her name and address for the record.

5.0 Approval of Agenda

Motion by Commissioner Scribner, supported by Commissioner LeClair to approve the agenda as amended. Chair Wall added agenda item **8.2 Budget 2019.**

MOTION CARRIED

6.0 Approval of Minutes for May 2, 2018

Motion by Vice Chair Paas, supported by Commissioner Scribner to approve the minutes as presented.

MOTION CARRIED

7.0 Scheduled Guests

None

8.0 Expenditures Reports

8.1 Archive Supplies - \$202.23

Chair Wall submitted receipts for payment for the purchase of archives supplies, in the amount of \$202.23.

Commissioner Scribner submitted the Revenue and Expenditure report for the period ending August 31, 2018. The only expense to date is the wages for Archivist, Anne Simpson.

8.2 Budget 2019

Chair Wall discussed the proposed budget for 2019. The Membership dues will be reduced to \$500.00 from \$700.00.

Motion by Vice Chair Paas, supported by Commissioner LeClair to approve the 2019 budget as presented.

MOTION CARRIED

9.0 Officers Reports

9.1 Michigan History Conference September 21-23, 2018, Sturgis, MI

Chair Wall shared the flyer to the Michigan History Conference in Sturgis, Michigan, September 21-23, 2018. Registration is accepted on sight.

10.0 Member Reports

10.1 Archives

Chair Wall reported that Archivist Anne Simpson is working on the displays for the 10th Annual Harvest Festival to be held on Sunday, September 16, 2018 at the Sutherland-Wilson farm.

10.2 Sutherland-Wilson Farm

Vice Chair Paas reported that work is in progress in getting the Sutherland-Wilson Farm ready for the 10th Annual Harvest Festival.

10.3 Kitchen Renovation Update – Al Paas

Vice Chair Paas reported that the new kitchen will be inaugurated at the 10th Annual Harvest Festival. The foundation and interior renovation has been a culmination of two years of work and will be ready for display at the Harvest Festival and the house tours.

Chair Wall thanked Vice Chair Paas for the many hours of work and dedication in getting the kitchen renovation completed and ready for the Harvest Festival and house tours.

11.0 Old Business

11.1 Harvest Festival 10th Year in 2018–Games, Aprons, Tours, Volunteers

Chair Wall is continuing to get items ready for the Harvest Festival. She has made aprons, bonnets, and dresses and is in the process of making the valance and curtains for the kitchen.

Chair Wall has asked the National Honor Students in Saline for 12 volunteers to help at the Harvest Festival.

12.0 New Business

**12.1 Helen Richards Archive Resolution, Board of Trustees, November 14
Dedication November 15, 2018, Time, Refreshments**

Chair Wall discussed the Resolution to dedicate the Helen Richards Archive of Pittsfield Township, Michigan. There will be a reading of the Resolution at the Board of Trustees Meeting on Wednesday, November 14, 2018 at 6:30 p.m. Chair Wall invited the Commissioners to attend the Board of Trustees meeting. A dedication will be held on November 15, 2018. A time has not yet been established for the dedication. Vice Chair Paas suggested the dedication to commence at 6:30 p.m.

12.2 Annual Report

Chair Wall asked the Commissioners to think of ideas and suggestions to include in the Annual Report and be prepared to discuss them at the November meeting.

13.0 Next Meeting

7 November 2018, 5:30 p.m.

14.0 Adjournment

Motion by Commissioner LeClair to adjourn the meeting at 6:00 p.m.

MOTION CARRIED