



Meeting called to order by Vice- Chair Dave Acton @ 6:02 p.m.

Roll call: By Executive Director Martenis

Present: Vice-Chair Acton, Commissioners: Osika, Galloway, Erickson, Adams, Wilson

Absent: Commissioners: Jacobs, Flayer, Rogers

Agenda and Minutes:

Review and motion to approve the 10/12/2020 minutes: motion by Commissioner Osika second by Commissioner Adams ayes all, motion carried

Review and motion to approve the 11/9/2020 agenda: motion by Commissioner Wilson second by Commissioner Osika ayes all, motion carried

Financial Review and Discussion:

OHC Financial Overview, Performance, and Instruction – Nathan Hemenway comments

1. Fiscal Year 2019-20 financial performance – “bottom line” – summary of all accounts
 - a. The Commission ended the year “in the black” so our primary objective was met (in spite to COVID)
 - b. Our income was less, but our expenses were even less so we ended \$7700 in the “black”
2. Financial management by the City is not done by individual account; it is done by total budget performance, or “bottom line” balance
 - a. The effects of under or overspending the budget on an account basis are always to be done on monthly basis, always managing to a bottom-line balance
 - b. This also means we can freely move funds between accounts if we are managing the bottom line
3. DPW service order process awareness
 - a. The commission ED will write service orders to DPW for all work needed
 - b. If there is an emergency (such as a flooded basement) the ED does not need to write a service order
 - c. Some work will be done by DPW on their own (without a service order – the apartments for example)
 - d. The service orders submitted by OHC may be tracked by submission date, number, and completion date using the BS&A system – ED Martenis will follow up on this process
4. Purchasing Ordinance clarification:
 - a. \$0 to \$2000 – select best vendor with justification on purchase requisition form
 - i. No Mow as a vendor may be used without writing a service order because they are cheaper than DPW
 - ii. DPW may file a grievance but it is unlikely due to the other work load that DPW has
 - iii. Up to \$2000, the ED and OHC can do what they would like
 - b. \$2000 to \$10,000 – quote process – Commission to obtain three quotes on these items
 - i. If
 - c. Over \$10,000 – bid process
 - d. Historic specialists can be an exception – can be a directed purchase. The plastering of the Gould House ceiling was an example of a professional service directed by. Grant writing could be another example.
5. Opening the Castle: The Commission decided that visible results will be traded off against the state of COVID. A motion was made by Commissioner Adams to defer the Castle opening until after January 1st, and an opening date will be determined based on COVID conditions. In the meantime, preparations will be made to be able to open. Commission deferred the next decision until the January OHC meeting.
 - a. May open in January to start to obtain admission revenue
 - b. New displays will be in the Castle, ready for opening in January
 - c. Special events inside or outside the Castle will not be held until further notice
 - d. Upgrading the outdoor lighting at the Castle by DPW or a contractor is being deferred
 - i. No funds will be spent this year on outdoor lighting at the Castle
 - e. “Candle” lights will be put in windows in the Castle, to make the look like Gould House
 - i. ED Martenis was authorized to purchase and install castle lights

- ii. The authority to purchase the lights was given to Albert
- iii. Motion by Commissioner Osika, second by Commissioner Erickson ayes all, motion approved.

Review approved 2020-21 fiscal year budget vs. actual income and expenses – Albert
ED Martenis reviewed the fiscal year performance to date, no questions

Review check register(s): Executive Director Martenis reviewed the check register; there were no questions

Visitor comments: none – no visitors

Commissioner comments: Commissioner Adams discussion: Executive Director Martenis to include the Zoom link on first page of meeting package for December meeting and beyond, and the meeting package will be posted on the City web site prior to the meeting. This will allow the public to participate in the OHC meetings.

Commissioner Erickson thanked City Manager Henne for framing the best- and worst-case scenarios regarding the 2020/2021 financial performance.

Commissioner Acton provided the background on the OHC and the non-profit 501c3 Castle City Museums (CCM) including the fact that the (CCM) is and “arm” of the OHC. A motion was made by Commissioner Wilson, seconded by Commissioner Adams to make the OHC and the CCM Board the same people (does not apply to the election of officers of the 501c3. Dave will “roll out” the CCM materials starting in January (the 501c3 is a federally approved nonprofit organization).

Executive Director report: ED Martenis stated that he is working on the things needed to be ready to reopen the Castle by January 21 and is working with Dave on a “results table” for all 2021 activities.

Committee Reports:

1. Facilities – Mark:
 - a. Quotes for Gould House architecture work (CIP)
 - i. Quote from Mayotte group, Team Design, and Jed Dingens due 11/21
 - b. Quotes for Castle electrical work (critical path for re-opening Castle)
 - i. Quote from Ludington and NSE received, waiting on Meyer
 - c. Quotes on Castle furnaces
 - i. Bid (over \$10,000) from Lamphere in for two furnaces – need two more
 - ii. Could separate the package by furnace to keep the packages to three quotes
 - iii. The bids also include two new water heaters
2. Historic Assets – Gary:
 - a. Shared a PowerPoint about his program; it will be included in the December meeting packet
3. Finance – Dave:
 - a. The finance update was covered in the discussion with Nathan above
4. Governance – Dave:
 - a. Update on by-law changes to open Commission seats
 - b. Vice-Chair presented a by-law update
 - c. Final approval will be sought at the December OHC meeting and then the update will be sent to the City Council for final approval
5. Volunteers – TBD
6. Archiving/Cataloging – Steve: no update due to Steve’s absence
7. Education – Sarah: no update due to COVID

Visitor Comments: no visitors, none

Commissioner Comments: none

Adjourn: motion by Commissioner Adams, second by Commissioner Wilson, ayes all, meeting adjourned at 8:09 p.m.