

CITY OF OWOSSO
SPECIAL MEETING OF THE CITY COUNCIL
MONDAY, JUNE 24, 2013
7:30 P.M.

Meeting to be held at City Hall
301 West Main Street

Self-guided tours of the City's historic properties will be available from 5:30 p.m. until 7:30 p.m.

AGENDA

PLEDGE OF ALLEGIANCE:
ROLL CALL:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

ITEMS OF BUSINESS

1. City of Owosso Historical Properties. Discussion of the City's Historical Properties.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, July 1, 2013

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – 2 Alternates, terms expire 06-30-2015 (candidates must possess construction knowledge)

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is www.ci.owosso.mi.us.

Property Tour Inspection Notes

Gould House:

- 1) Grounds – large lot – city owned – Lawn service is contracted and paid for through OHC
- 2) Exterior – Large Structure overall. Masonry eliminates some painting needs, but comes with its own challenges
 - a. Roof Façade
 - b. Structure
 - c. Garage
 - d. Steps on South entrance facing Oliver need repair at some point
 - e. Decking behind Quince bush on Oliver street side needs repair
 - f. Gardens are somewhat lacking in appearance
 - g. Great setting for a wedding, similar events, but woefully inadequate in some ways
- 3) Interior
 - a. Interior Conditions
 - i. Bathroom
 - ii. Kitchen
 - iii. Paint
- 4) While Touring the Site – please note there are two Apartments, the lower floor is for public use, but what should be the long term use?

Curwood Castle:

- 1) Unique Architecture presents some difficulties when repairing
- 2) Exterior
 - a. Roof repaired last year and 10ish years prior to that
 - b. Exterior Paint was done several years ago
 - c. Window Repainting has been completed
 - d. Exterior Lighting is present, however not efficient, not always cooperative
- 3) Interior
 - a. Plaster Restored in 2013
 - b. Repainted in 2013
 - c. Carpet has been removed
 - d. Floor could use a new sanding / varnish

Comstock Cabin:

- 1) Exterior
 - a. Simple
 - b. Long Term Goals: Replace 2nd Floor windows that were original to building
 - c. Potential need to look at new existing 2nd floor clapboard to verify it is properly installed and overlaid. Currently not weather tight to the elements nor insects.
 - d. Rear Walk Brick Status
 - e. Front Walk status
 - f. Cedar Shake roof repaired 4 summers ago

- 2) Interior
 - a. Simple – Needs little work from city standpoint
 - b. Several small holes throughout building that could be repaired
 - c. Collection is somewhat incomplete of proper interior decoration

Paymaster Building:

- 1) Condition of paint
- 2) Exterior Condition
 - a. Siding
 - b. Drip Edges (missing)
 - c. Windows
 - d. Access (steps, etc)
 - e. Roof
- 3) Interior
 - a. Long Term Usage of site? – Provides a scenic entry point for the Castle Park from M-21 parking lot.

**Summary of Past Improvements to
Historic Properties Owned by the City of Owosso**
Owosso Historical Commission
June 5, 2013

Curwood Castle

The castle's exterior has been extensively repaired by masonry restoration professionals and repainted in its original colors.

The building's many windows have been thoroughly rehabilitated, with panes replaced where necessary, wood frames repaired, reglazed, primed and painted with two coats of premium paint in the original trim colors selected by Curwood.

The roof and gutters have been repaired to eliminate leakage that has been damaging the interior walls for many years.

The castle's interior plaster walls have been repaired and repainted as the first step toward restoration of Curwood's studio to its original condition and appearance.

Period-inappropriate wall-to-wall carpeting has been removed, revealing the original hardwood floor, which will soon be refinished to restore its rich, distinctive dark surface.

Door hardware has been replaced with more period-appropriate materials.

Paintings in the castle, some of which served as source for illustrations in Curwood's books, have been inventoried in preparation for updated appraisal and cleaning. Purchase of an additional painting by Gayle Hoskins Porter and bearing the artist's dedication to Curwood will soon be added to the castle's collection.

The castle's archive of Curwood's books have been sorted and inventoried to include a complete run of the author's titles in first and significant reprint editions, now organized and displayed in the great room bookcases that flank the fireplace.

Plantings around the base have been trimmed or removed as appropriate to display the castle's architecture to full advantage.

Amanda Wetzel, a graduate student in the historic preservation program at Eastern Michigan University, has begun work to inventory the castle's collections and develop professional-grade museum displays and other materials that will significantly enhance the visitors' experience, with emphasis on engagement of young people and student tour groups.

Comstock Cabin

A new roof modeled on the original, using custom materials and period-appropriate nails, was installed to halt leakage into the interior of the cabin.

Plexiglass shields have been installed over the window panes to allow viewing of the cabin's interior from outside when the cabin is closed.

The cabin was emptied of storage items and thoroughly cleaned in 2012.

The cabin and foundations are checked annually for termites and other insects, with appropriate follow-up to protect the integrity of this vulnerable wooden structure.

Gould House

Collections of historical materials, including artifacts, furniture, photos and documents, are being sorted and catalogued for proper storage and use.

Gutters on the east porch were installed to properly divert water that was damaging the front walk.

Treads on the North & East porch steps have been replaced to upgrade safety and appearances.

Newel finials on the north porch, badly deteriorated, have been replicated and replaced by a local craftsman.

A large decommissioned, leaking oil tank has been removed from the basement.

The carriage house has been emptied of stored objects, repaired, reroofed and repainted, and its cupola restored. A thorough cleaning of the building is pending this summer.

Overgrown hedges have been removed from the perimeter of the grounds, showcasing the lawn and south elevation of the house.

Paymaster Building

Since the building was well repaired and repainted by an independent citizens' group several years ago, the OHC has furnished the Paymaster Building with donated period furniture and accessories.

**Summary of Future Improvements to
Historic Properties Owned by the City of Owosso**
Owosso Historical Commission
June 6, 2013

All properties and collections

Amanda Wetzel, a graduate student in the historic preservation program at Eastern Michigan University, is conducting an inventory of all documents and artifacts included in the city's historical buildings and collections.

Insurance of art and artifacts will be reviewed and revised to ensure appropriate coverage.

Art and artifacts will be cleaned and repaired as necessary.

Exterior lighting of all buildings will be upgraded to enhance their nighttime appearance and safety.

Security measures and alarm systems will be reviewed and improved as necessary.

Procedures and documentation will be established for receipt of materials donated to the city's historical collections.

A designated endowment account will be established for receipt of gifts supporting maintenance of the city's historical properties and programs.

Marketing plans will be developed that promote appreciation of, and educate the public about, Owosso's history and historic buildings.

Curwood Castle

Working from period photographs and other reference materials, the castle's great room will be restored as closely as possible to recreate its appearance and furnishings in Curwood's own day.

Amanda Wetzel (see above) is developing professional-grade museum displays and other materials that will significantly enhance the visitors' experience, with emphasis on engagement of young people and student tour groups.

Display cases on the castle's lower level (a.k.a. "the dungeon") will be refurbished, expanded and upgraded to accommodate enhanced museum displays; and walls will be repaired and repainted.

Wood floors throughout the building, from which old carpeting now removed, will be refinished in their original dark color.

The castle's alternate front entrance will be restored to functioning condition to allow better ingress and egress to the building.

Both entrance doors will be restored to their original appearance.

Wi-fi will be installed in the castle to enable interactive displays for visitors and research functionality for curatorial staff.

Comstock Cabin

Exterior steps will be replaced to ensure safe entry of visitors and to improve drainage of water from the entry area.

The area of inset brick pavers behind the cabin will be redesigned to achieve improved safety, aesthetics and drainage of water away from the building.

Artifacts appropriate to the period of the cabin's use will continue to be collected for display inside the cabin. The building is permanently decommissioned as a storage unit for items unassociated with its function as an historic museum.

A period-appropriate subsistence garden will be planted and maintained adjacent to the cabin.

Gould House

Soffits will be painted and, where necessary, repaired or replaced to keep the building secure from animals, insects and water.

Windows will be restored to functioning condition and washed, removing plexiglass and bringing them into compliance with fire codes.

Upstairs apartments will be repainted; peeling paint and wallpaper will be removed.

Bathrooms and kitchens on the first and second floors will be reviews for repairs and upgrades to ensure optimum safety and utility.

Grounds will be cleared of surplus and inappropriate plantings to establish a baseline for improved landscaping and consistent maintenance.

New gravel or pea stone will be installed in the horseshoe driveway.

Paymaster Building

Wood clapboards will be repainted and, where damaged or deteriorated, replaced.

A picket fence will be installed at the entrance to the building from the parking lot.

Glass in the bathroom window will be restored to match the windows in the rest of the building.

Exterior steps will be replaced to ensure safe entry of visitors and to improve drainage of water from the entry areas.

Owosso Historical Commission Ten Year Breakdown of Revenues and Expenses

General Revenues	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
Souvenirs	\$ 2,393.56	\$ 2,562.31	\$ 2,859.90	\$ 3,492.48	\$ 4,847.45	\$ 1,754.39	\$ 2,373.45	\$ 1,103.11	\$ 1,147.75	\$ 1,123.31	\$ 610.65
Interest	639.51	112.91	1,221.91	1,172.00	1,836.69	3,912.93	1,457.19	519.03	940.91	918.43	3,137.14
Donations	7,013.82	5,688.07	8,002.59	6,490.49	15,976.44	7,422.90	7,459.73	6,345.28	5,900.01	7,009.70	4,514.90
Donations-Home Tour	-	-	-	-	8,455.00	-	13,993.00	483.00	-	2,588.87	-
Misc. Fundraisers	2,188.46	214.82	400.07	287.00	-	6,859.72	2,149.25	555.68	2,444.00	7,640.00	-
Endowment Donations (Dvorak)	285.00	-	-	-	-	-	-	-	-	-	-
Total Misc Revenues	\$ 12,520.35	\$ 8,578.11	\$ 12,484.47	\$ 11,441.97	\$ 31,115.58	\$ 18,195.55	\$ 25,059.17	\$ 9,006.10	\$ 10,432.67	\$ 21,283.31	\$ 4,514.90
Admin Expenses											
Historic Pres. & Opr. Supplies (Admin)	\$ 3,816.07	\$ 1,030.57	\$ 801.07	\$ 534.33	\$ 3,724.76	\$ 591.34	\$ 901.20	\$ 1,676.36	\$ 75.00	\$ 10.33	100.00
Professional Services	417.00	550.00	612.50	550.00	575.00	575.00	540.00	1,430.00	717.50	500.00	871.88
Insurance	1,175.00	1,115.00	1,305.00	1,289.00	1,123.00	772.00	826.00	945.00	940.00	822.00	929.00
Paymaster Building	-	-	-	-	-	-	47.00	160.00	-	-	517.92
Misc.	3.00	-	3,797.16	153.86	-	20.00	355.75	801.72	25.00	5,504.78	760.00
Home Tour	-	-	-	-	1,065.36	-	2,377.97	521.62	720.76	924.63	-
Home Tour Refund - Pres. Owo.	7,929.81	-	-	-	-	-	-	-	-	-	-
Total Admin/Other Expenses	\$ 5,411.07	\$ 2,695.57	\$ 6,515.73	\$ 2,527.19	\$ 6,488.12	\$ 1,958.34	\$ 5,047.92	\$ 5,534.70	\$ 2,478.26	\$ 6,837.11	\$ 3,178.80
General Profit/Loss	\$ 7,109.28	\$ 5,882.54	\$ 5,968.74	\$ 8,914.78	\$ 24,627.46	\$ 16,237.21	\$ 20,011.25	\$ 3,471.40	\$ 7,954.41	\$ 14,446.20	\$ 1,336.10
General Fund Transfers	17,450.00	17,500.00	18,500.00	21,936.00	21,500.00	10,850.00	19,029.00	24,250.00	20,472.00	13,550.00	13,800.00
Curwood Castle											
Castle Rents	625.00	1,175.00	887.50	1,600.00	1,457.50	3,300.00	1,637.50	1,387.50	1,025.00	1,450.00	1,025.00
Curwood Castle Expenses											
Wages	\$ 9,881.86	\$ 9,245.21	\$ 9,084.39	\$ 8,797.59	\$ 9,041.29	\$ 10,127.68	\$ 10,725.43	10,426.88	7,317.96	6,999.94	7,253.45
Operating Supplies	-	-	-	-	21.55	92.88	-	192.10	111.36	-	58.08
Insurance	756.00	803.00	817.48	795.00	775.44	731.00	635.00	764.00	713.00	838.00	687.00
Utilities	3,578.25	3,869.24	3,331.55	4,271.31	4,454.21	3,778.60	3,113.15	2,805.91	4,013.01	3,653.07	3,010.14
Bldg. & Grounds	3,780.15	4,781.12	3,645.86	3,290.58	21,901.72	6,690.69	4,587.96	14,501.90	3,246.26	3,472.41	4,953.40
Misc	119.00	129.00	129.00	499.32	80.00	64.49	100.00	-	661.50	-	-
Promotion	-	-	-	-	-	187.16	-	14.82	356.00	-	356.00
Total Castle Expenses	\$ 18,115.26	\$ 18,827.57	\$ 17,008.28	\$ 17,653.80	\$ 36,274.21	\$ 21,672.50	\$ 19,161.54	\$ 28,705.61	\$ 16,419.09	\$ 14,963.42	\$ 16,318.07
Curwood Castle Profit/Loss	\$ (17,490.26)	\$ (17,652.57)	\$ (16,120.78)	\$ (16,053.80)	\$ (34,816.71)	\$ (18,372.50)	\$ (17,524.04)	\$ (27,318.11)	\$ (15,394.09)	\$ (13,513.42)	\$ (15,293.07)
Gould House											
Gould House Rents	15,838.00	15,382.64	7,070.00	10,122.50	7,601.76	6,183.33	15,891.50	11,542.50	16,620.00	15,240.00	13,800.00
Gould House Expenses											
Insurance	\$ 863.00	\$ 924.00	\$ 936.00	\$ 909.00	\$ 887.00	\$ 858.00	877.00	1,056.00	1,070.00	1,257.00	1,030.00
Consumers Energy	3,830.04	4,489.75	3,694.34	5,188.47	4,147.09	3,543.10	4,060.25	3,208.48	3,074.58	3,049.56	2,298.80
Water & Sewer	254.60	241.80	207.20	481.60	383.00	229.30	482.60	260.40	355.60	317.70	240.00
Bldg & Grounds	9,270.23	2,360.07	5,328.80	7,014.82	3,690.03	8,532.53	9,402.01	18,706.65	4,446.14	8,531.84	26,166.51
Misc-cable/phone/assessment	1,075.82	1,142.53	1,007.98	1,291.49	1,229.76	1,064.59	1,109.95	3,988.43	1,751.65	2,331.17	1,472.13
Garbage Service	137.88	177.29	552.88	670.26	654.41	620.10	918.09	568.00	119.72	202.73	-
Total Gould House Expenses	\$ 15,293.69	\$ 9,158.15	\$ 11,174.32	\$ 14,885.38	\$ 10,336.88	\$ 14,227.52	\$ 15,931.81	\$ 27,219.96	\$ 10,697.97	\$ 15,487.27	\$ 31,207.44
Gould House Profit/(Loss)	\$ 544.31	\$ 6,224.49	\$ (4,104.32)	\$ (4,762.88)	\$ (2,735.12)	\$ (8,044.19)	\$ (40.31)	\$ (15,677.46)	\$ 5,922.03	\$ (247.27)	\$ (17,407.44)
Historical Society Total Revenues											
Historical Society Total Revenues	\$ 28,983.35	\$ 25,135.75	\$ 20,441.97	\$ 23,164.47	\$ 40,174.84	\$ 27,678.88	\$ 42,588.17	\$ 21,936.10	\$ 28,077.67	\$ 37,973.31	\$ 19,339.90
Historical Society Total Expenses	\$ 38,820.02	\$ 30,681.29	\$ 34,698.33	\$ 35,066.37	\$ 53,099.21	\$ 37,858.36	\$ 40,141.27	\$ 61,460.27	\$ 29,595.32	\$ 37,287.80	\$ 50,704.31
Total Profit / Loss	\$ (9,836.67)	\$ (5,545.54)	\$ (14,256.36)	\$ (11,901.90)	\$ (12,924.37)	\$ (10,179.48)	\$ 2,446.90	\$ (39,524.17)	\$ (1,517.65)	\$ 685.51	\$ (31,364.41)
HSTR + General Fund Transfer	\$ 46,433.35	\$ 42,635.75	\$ 38,941.97	\$ 45,100.47	\$ 61,674.84	\$ 38,528.88	\$ 61,617.17	\$ 46,186.10	\$ 48,549.67	\$ 51,523.31	\$ 33,139.90
Historical Society Total Expenses:	\$ 38,820.02	\$ 30,681.29	\$ 34,698.33	\$ 35,066.37	\$ 53,099.21	\$ 37,858.36	\$ 40,141.27	\$ 61,460.27	\$ 29,595.32	\$ 37,287.80	\$ 50,704.31
Total w/ transfer Profit / Loss:	\$ 7,613.33	\$ 11,954.46	\$ 4,243.64	\$ 10,034.10	\$ 8,575.63	\$ 670.52	\$ 21,475.90	\$ (15,274.17)	\$ 18,954.35	\$ 14,235.51	\$ (17,564.41)

Assets	31-Jul		2010	2009	2008	2007	2006	2005	2004	2003	2002
	2012	2011									
Checking	\$ 12,438.27	\$ 8,637.09	\$ 5,588.07	\$ 9,655.00	\$ 9,212.51	\$ 4,904.45	\$ 4,697.69				
Castle-Cash	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00				
Chem-Flex	\$ 32,201.44	\$ 36,864.28	\$ 36,742.39	\$ 36,577.10	\$ 4,436.05	\$ 14,110.65	\$ 17,441.70				
CD	\$ 20,449.60	\$ 23,159.00	\$ 22,057.00	\$ 20,265.00	\$ 51,484.79	\$ 50,000.00	\$ 48,578.66				
Actual Overall Net Position Total	\$ 65,139.31	\$ 68,710.37	\$ 64,437.46	\$ 66,547.10	\$ 65,183.35	\$ 69,065.10	\$ 70,768.05	\$ -	\$ -	\$ -	\$ -
Reduction from Prior Year	\$ (3,571.06)	\$ 4,272.91	\$ (2,109.64)	\$ 1,363.75	\$ (3,881.75)	\$ (1,702.95)	\$ 70,768.05				
Asset Distribution (What each balance is)											
Cash	\$ 31,427.63	\$ 20,160.60	\$ 7,815.37	\$ 5,172.19	\$ 8,169.95	\$ 27,788.47	\$ 33,475.49				
Deposits	\$ 820.00	\$ 970.00	\$ -	\$ -							
Accrued Int.	\$ 184.60	\$ 2,894.00	\$ 1,792.00	\$ -							
Accts Payable	\$ 140.00	\$ -	\$ -	\$ 19,730.41							
Petty Cash	\$ 50.00	\$ 50.00	\$ 50.00	\$ -							
Restricted* (see below)	\$ 11,967.08	\$ 24,370.77	\$ 34,515.00	\$ 41,110.41	\$ 36,748.70	\$ 21,011.63	\$ 17,027.56				
Endowment	\$ 20,550.00	\$ 20,265.00	\$ 20,265.00	\$ 20,265.00	\$ 20,265.00	\$ 20,265.00	\$ 20,265.00				
Totals:	\$ 65,139.31	\$ 68,710.37	\$ 64,437.37	\$ 86,278.01	\$ 65,183.65	\$ 69,065.10	\$ 70,768.05	\$ -	\$ -	\$ -	\$ -
Restricted Funds (What are the Restricted Funds)											
Cabin Roof	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	\$ -				
2008 Book	\$ 3,650.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ -	\$ -				
Home Tour	\$ 8,317.08	\$ 17,770.77	\$ 17,915.09	\$ 19,730.41	\$ 25,148.70	\$ 21,011.63	\$ 17,027.56				
Total Restricted	\$ 11,967.08	\$ 24,370.77	\$ 34,515.09	\$ 36,330.41	\$ 36,748.70	\$ 21,011.63	\$ 17,027.56	\$ -	\$ -	\$ -	\$ -