

OWOSSO HISTORICAL COMMISSION  
Regular Meeting Agenda  
November 9, 2020 – 6:00 p.m. to 7:30 p.m. via Zoom

Call to order: Dave Acton

Roll call:

Present:

Absent:



Agenda and Minutes:

Review and motion to approve the 10/12/2020 minutes:

Review and motion to approve the 11/9/2020 agenda:

Financial Review and Discussion:

OHC Financial Overview, Performance, and Instruction – Nathan Hemenway

1. Fiscal Year 2019-20 financial performance – “bottom line”
2. Financial management – not by individual account; by total budget performance
  - a. Downstream effects of under or overspending the budget
3. DPW work order process – awareness of labor contract requirements
4. Purchasing Ordinance clarification:
  - a. \$0 to \$2000 – select best vendor with justification on purchase requisition form
  - b. \$2000 to \$10,000 – quote process
  - c. Over \$10,000 – bid process
  - d. Historic specialists can be an exception

Review approved 2020-21 fiscal year budget vs. actual income and expenses – Albert

Review check register(s): - Albert

Visitor welcome and comments:

Commissioner comments:

Executive Director report:

Committee Reports:

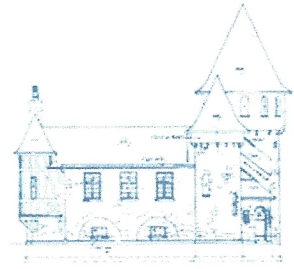
1. Facilities – Mark:
  - a. Quotes for Gould House architecture work (CIP)
  - b. Quotes for Castle electrical work (critical path for re-opening Castle)
2. Historic Assets – Gary:
3. Finance – Dave:
4. Governance – Dave:
  - a. Update on by-law changes to open Commission seats
5. Volunteers – TBD
6. Archiving/Cataloging – Steve:
7. Education – Sarah:

Visitor Comments:

Commissioner Comments:

Adjourn:

OWOSSO HISTORICAL COMMISSION  
Regular Meeting Minutes  
October 12, 2020 – 6:00 p.m. to 7:30 p.m. via Zoom



OWOSSO HISTORICAL COMMISSION  
THE CURWOOD COLLECTION

Call to order: Vice-Chair Acton called the meeting to order at 6:04 p.m.

Roll call: Was taken by Amy Fuller

Present: Vice-Chair Acton, Commissioners Sue Osika, Betsy Galloway, Mark Erickson, and Sara Adams.

Absent: Commissioners Paul Rogers, Steven Flayer, Heather Jacobs, and Gary Wilson

Others Present: Executive Director, Albert Martenis and Assistant to the City Manager, Amy Fuller

Agenda and Minutes:

Approve the 9/14/2020 minutes: Commissioner Adams suggested the following changes to the 09/14/2020 minutes; change the meeting date to September 14, 2020, have the record show Commissioner Adams was present for the meeting, strike Ex Officio Adams from the absent list.

**Motion by Commissioner Erickson to approve minutes with purposed changes. Motion supported by Commissioner Osika. Ayes, all. Motion carried.**

Approve the 10/12/2020 agenda: **Motion by Commissioner Osika to approve 10/12/2020 agenda. Motion supported by Commissioner Adams. Ayes, all. Motion carried.**

Financial Review and Discussion:

Review budget vs actual at the close of the fiscal year June 30, 2020:

Reviewed by Executive Director Martenis. Executive Director Martenis and Vice-Chair Acton will schedule a meeting with the City Manager and Finance Director. The Commission would like a more thorough representation of the finances to accurately prepare future budgets.

Review approved 2020-21 fiscal year budget vs. actual income and expenses:

Reviewed by Executive Director Martenis - no questions

Review check register(s):

Reviewed by Executive Director Martenis. Discussion regarding the DayStarr payment. Executive Director Martenis explained it was an accumulation of several months.

Visitor welcome and comments: none

Commissioner comments: none

Executive Director Report: Executive Director Martenis shared the importance of strategy and policies in planning for the future vision of the organization. Priorities included:

- Exhibition review and editing
- Communication: media, website, phone
- Fall clean-up
- Insect/Pest Control
- Archiving and inventory process at Gould House
- Capital improvements
- Grants
- Events
- Completing goals for the next 3 fiscal years. Along with an outline to allocate responsibilities.

#### Committee Reports:

1. Facilities: Commissioner Erickson shared that the committee hasn't met since the last OHC meeting, they are working on reviewing architectural bids.
2. Historic Assets: Vice-Chair Acton shared the work plan model that has been developed to help with project management. The Historic Assets Committee will be the first to use it.
3. Finance: Vice-Chair Acton shared that he and Executive Director Martenis have requested a meeting with the City Manager and Finance Director to talk about the budget. Specifically to answer the following questions: did the OHC come in under budget for fiscal year 2019-20 and what was the \$10,000 maintenance item on the budget report (the OHC believes that it did not submit purchase requisitions for this amount)?
4. Governance: Vice-Chair Acton talked about capacity and the importance of recruiting at least one new commissioner and reiterated the desired selection criteria:
  - a. The candidate has a passion for the goals and objectives of the Commission
  - b. The candidate has the time to attend Commission meetings and the time to take on committee and other assignments outside of the monthly commission meetings
  - c. The candidate has a skill set or skill sets that align with and ideally enhance the capability and capacity of the Commission.
5. Volunteers: It was discussed that Committee Chairs recruit their own volunteers
6. Archiving/Cataloging: Executive Director Martenis shared updates from Commissioner Flayer which included news that the library was looking into contracting out some data hosting services, this is something the Commission might be interesting in getting more information about.
7. Education: Commissioner Adams reported this is on hold due to COVID

Visitor Comments: none

#### Commissioner Comments:

Commissioner Osika asked about the castle opening. Executive Director Martenis said he met with the City Manager and they decided it was best to leave the castle closed through the remainder of the 2020 calendar year.

Commissioner Adams asked if she should update the website reflecting the castle being closed at least until 12/31/20. The Commissioners agreed that would be best. Commissioner Adams also asked about the procedure for renewing the Executive Director's contract. Vice-Chair Acton stated he would reach out to each Commissioner independently first, then the Finance and Governance Committees would bring forward a proposal to the Commission and then to the Executive Director.

**Adjourn: Commissioner Adams made a motion to adjourn at 6:52 p.m. Motion supported by Commissioner Erickson. Ayes, all. Motion carries**



User: pndemo

DB: Owosso

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-600.600	SALES	4,500.00	0.00	0.00	4,500.00	0.00
297-000-664.664	INTEREST INCOME	150.00	0.17	0.07	149.83	0.11
297-000-664.668	RENTAL INCOME	14,400.00	2,250.00	1,100.00	12,150.00	15.63
297-000-671.675	DONATIONS-PRIVATE	15,000.00	0.00	0.00	15,000.00	0.00
297-000-695.101	GENERAL FUND TRANSFER	40,000.00	6,666.66	3,333.33	33,333.34	16.67
297-000-695.699	APPROPRIATION OF FUND BALANCE	8,504.00	0.00	0.00	8,504.00	0.00
Total Dept 000 - REVENUE		82,554.00	8,916.83	4,433.40	73,637.17	10.80
TOTAL REVENUES		82,554.00	8,916.83	4,433.40	73,637.17	10.80
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	12,941.00	1,126.44	417.20	11,814.56	8.70
297-797-702.400	WAGES - TEMPORARY	12,941.00	0.00	0.00	12,941.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,980.00	86.17	31.91	1,893.83	4.35
297-797-717.000	UNEMPLOYMENT INSURANCE	40.00	0.00	0.00	40.00	0.00
297-797-719.000	WORKERS' COMPENSATION	80.00	0.00	0.00	80.00	0.00
297-797-728.000	OPERATING SUPPLIES	300.00	0.00	0.00	300.00	0.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	350.00	0.00	0.00	350.00	0.00
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	30,272.00	7,171.00	2,671.00	23,101.00	23.69
297-797-810.000	INSURANCE & BONDS	1,250.00	637.12	0.00	612.88	50.97
297-797-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
297-797-869.000	PROMOTION	1,000.00	0.00	0.00	1,000.00	0.00
297-797-870.000	EXHIBITIONS	1,200.00	0.00	0.00	1,200.00	0.00
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		63,354.00	9,020.73	3,120.11	54,333.27	14.24
Dept 798 - CASTLE						
297-798-719.000	WORKERS' COMPENSATION	0.00	21.00	0.00	(21.00)	100.00
297-798-728.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
297-798-810.000	INSURANCE & BONDS	700.00	356.59	0.00	343.41	50.94
297-798-820.000	UTILITIES	5,000.00	302.94	146.64	4,697.06	6.06
297-798-831.000	BUILDING MAINTENANCE	2,000.00	585.00	585.00	1,415.00	29.25
297-798-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
Total Dept 798 - CASTLE		8,700.00	1,265.53	731.64	7,434.47	14.55
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	700.00	356.59	0.00	343.41	50.94
297-799-820.000	UTILITIES	4,300.00	370.74	211.85	3,929.26	8.62
297-799-831.000	BUILDING MAINTENANCE	2,000.00	652.30	370.00	1,347.70	32.62
297-799-831.200	BLDG MAINTENANCE-RENTAL	1,500.00	0.00	0.00	1,500.00	0.00
297-799-856.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 799 - GOULD HOUSE		9,500.00	1,379.63	581.85	8,120.37	14.52



PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	08/31/2020	MONTH	08/31/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 297 - HISTORICAL FUND							
Expenditures							
Dept 800 - COMSTOCK/WOODARD							
297-800-831.000	BUILDING MAINTENANCE	1,000.00	87.00	87.00		913.00	8.70
Total Dept 800 - COMSTOCK/WOODARD		1,000.00	87.00	87.00		913.00	8.70
TOTAL EXPENDITURES		82,554.00	11,752.89	4,520.60		70,801.11	14.24
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		82,554.00	8,916.83	4,433.40		73,637.17	10.80
TOTAL EXPENDITURES		82,554.00	11,752.89	4,520.60		70,801.11	14.24
NET OF REVENUES & EXPENDITURES		0.00	(2,836.06)	(87.20)		2,836.06	100.00

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020	MONTH 08/31/2020	BALANCE	
Fund 298 - HISTORICAL SITES FUND						
Revenues						
Dept 000 - REVENUE						
298-000-401.403	GENERAL PROPERTY TAX	139,042.00	31,430.48	17,755.30	107,611.52	22.61
298-000-401.445	INTEREST & PENALTIES ON TAXES	250.00	0.00	0.00	250.00	0.00
298-000-664.664	INTEREST INCOME	700.00	10.28	2.74	689.72	1.47
Total Dept 000 - REVENUE		139,992.00	31,440.76	17,758.04	108,551.24	22.46
TOTAL REVENUES		139,992.00	31,440.76	17,758.04	108,551.24	22.46
Expenditures						
Dept 798 - CASTLE						
298-798-831.000	BUILDING MAINTENANCE	113,000.00	0.00	0.00	113,000.00	0.00
Total Dept 798 - CASTLE		113,000.00	0.00	0.00	113,000.00	0.00
Dept 799 - GOULD HOUSE						
298-799-831.000	BUILDING MAINTENANCE	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 799 - GOULD HOUSE		12,000.00	0.00	0.00	12,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
Fund 298 - HISTORICAL SITES FUND:						
TOTAL REVENUES		139,992.00	31,440.76	17,758.04	108,551.24	22.46
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		14,992.00	31,440.76	17,758.04	(16,448.76)	209.72
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		222,546.00	40,357.59	22,191.44	182,188.41	18.13
TOTAL EXPENDITURES - ALL FUNDS		207,554.00	11,752.89	4,520.60	195,801.11	5.66
NET OF REVENUES & EXPENDITURES		14,992.00	28,604.70	17,670.84	(13,612.70)	190.80

10/13/2020 11:16 AM  
 User: pndemo  
 DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 1/3

PERIOD ENDING 09/30/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-600.600	SALES	4,500.00	0.00	0.00	4,500.00	0.00
297-000-664.664	INTEREST INCOME	150.00	0.23	0.06	149.77	0.15
297-000-664.668	RENTAL INCOME	14,400.00	2,250.00	0.00	12,150.00	15.63
297-000-671.675	DONATIONS-PRIVATE	15,000.00	0.00	0.00	15,000.00	0.00
297-000-671.679	DONATIONS:HOME TOUR	0.00	725.00	725.00	(725.00)	100.00
297-000-695.101	GENERAL FUND TRANSFER	40,000.00	9,999.99	3,333.33	30,000.01	25.00
297-000-695.699	APPROPRIATION OF FUND BALANCE	8,504.00	0.00	0.00	8,504.00	0.00
Total Dept 000 - REVENUE		82,554.00	12,975.22	4,058.39	69,578.78	15.72
TOTAL REVENUES		82,554.00	12,975.22	4,058.39	69,578.78	15.72
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	12,941.00	1,538.43	411.99	11,402.57	11.89
297-797-702.400	WAGES - TEMPORARY	12,941.00	0.00	0.00	12,941.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,980.00	117.70	31.53	1,862.30	5.94
297-797-717.000	UNEMPLOYMENT INSURANCE	40.00	0.00	0.00	40.00	0.00
297-797-719.000	WORKERS' COMPENSATION	80.00	0.00	0.00	80.00	0.00
297-797-728.000	OPERATING SUPPLIES	300.00	0.00	0.00	300.00	0.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	350.00	0.00	0.00	350.00	0.00
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	30,272.00	9,421.00	2,250.00	20,851.00	31.12
297-797-810.000	INSURANCE & BONDS	1,250.00	955.68	318.56	294.32	76.45
297-797-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
297-797-869.000	PROMOTION	1,000.00	0.00	0.00	1,000.00	0.00
297-797-870.000	EXHIBITIONS	1,200.00	0.00	0.00	1,200.00	0.00
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		63,354.00	12,032.81	3,012.08	51,321.19	18.99
Dept 798 - CASTLE						
297-798-719.000	WORKERS' COMPENSATION	0.00	42.00	21.00	(42.00)	100.00
297-798-728.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
297-798-810.000	INSURANCE & BONDS	700.00	534.88	178.29	165.12	76.41
297-798-820.000	UTILITIES	5,000.00	434.23	131.29	4,565.77	8.68
297-798-831.000	BUILDING MAINTENANCE	2,000.00	585.00	0.00	1,415.00	29.25
297-798-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
Total Dept 798 - CASTLE		8,700.00	1,596.11	330.58	7,103.89	18.35
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	700.00	534.88	178.29	165.12	76.41
297-799-820.000	UTILITIES	4,300.00	498.39	127.65	3,801.61	11.59
297-799-831.000	BUILDING MAINTENANCE	2,000.00	812.30	160.00	1,187.70	40.62
297-799-831.200	BLDG MAINTENANCE-RENTAL	1,500.00	0.00	0.00	1,500.00	0.00
297-799-856.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 799 - GOULD HOUSE		9,500.00	1,845.57	465.94	7,654.43	19.43



10/13/2020 11:16 AM

User: pndemo

DB: Owosso

## REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 2/3

PERIOD ENDING 09/30/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Expenditures						
Dept 800 - COMSTOCK/WOODARD						
297-800-831.000	BUILDING MAINTENANCE	1,000.00	87.00	0.00	913.00	8.70
Total Dept 800 - COMSTOCK/WOODARD		1,000.00	87.00	0.00	913.00	8.70
TOTAL EXPENDITURES		82,554.00	15,561.49	3,808.60	66,992.51	18.85
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		82,554.00	12,975.22	4,058.39	69,578.78	15.72
TOTAL EXPENDITURES		82,554.00	15,561.49	3,808.60	66,992.51	18.85
NET OF REVENUES & EXPENDITURES		0.00	(2,586.27)	249.79	2,586.27	100.00

10/13/2020 11:16 AM  
 User: pndemo  
 DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 3/3

PERIOD ENDING 09/30/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 298 - HISTORICAL SITES FUND						
Revenues						
Dept 000 - REVENUE						
298-000-401.403	GENERAL PROPERTY TAX	139,042.00	115,665.26	84,234.78	23,376.74	83.19
298-000-401.445	INTEREST & PENALTIES ON TAXES	250.00	66.95	66.95	183.05	26.78
298-000-664.664	INTEREST INCOME	700.00	4.73	(5.55)	695.27	0.68
Total Dept 000 - REVENUE		139,992.00	115,736.94	84,296.18	24,255.06	82.67
TOTAL REVENUES		139,992.00	115,736.94	84,296.18	24,255.06	82.67
Expenditures						
Dept 798 - CASTLE						
298-798-831.000	BUILDING MAINTENANCE	113,000.00	0.00	0.00	113,000.00	0.00
Total Dept 798 - CASTLE		113,000.00	0.00	0.00	113,000.00	0.00
Dept 799 - GOULD HOUSE						
298-799-831.000	BUILDING MAINTENANCE	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 799 - GOULD HOUSE		12,000.00	0.00	0.00	12,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
Fund 298 - HISTORICAL SITES FUND:						
TOTAL REVENUES		139,992.00	115,736.94	84,296.18	24,255.06	82.67
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		14,992.00	115,736.94	84,296.18	(100,744.94)	771.99
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		222,546.00	128,712.16	88,354.57	93,833.84	57.84
TOTAL EXPENDITURES - ALL FUNDS		207,554.00	15,561.49	3,808.60	191,992.51	7.50
NET OF REVENUES & EXPENDITURES		14,992.00	113,150.67	84,545.97	(98,158.67)	754.74

User: pndemo

DB: Owosso TRANSACTIONS FROM 08/01/2020 TO 08/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 297 HISTORICAL FUND							
Department 000 REVENUE							
08/01/2020			<b>297-000-101.200 CASH - CHEMICAL BANK</b>		BEG. BALANCE		10,667.76
08/03/2020	CR	RCPT	RENT	515808	500.00		11,167.76
08/07/2020	CD	CHK	SUMMARY CD 08/07/2020			1,240.42	9,927.34
08/08/2020	GJ	JE	HISTORICAL PAY PPE 8/8/2020	11031	213.33		10,140.67
08/13/2020	PR	CHK	SUMMARY PR 08/13/2020			213.33	9,927.34
08/21/2020	CD	CHK	SUMMARY CD 08/21/2020			2,410.07	7,517.27
08/22/2020	GJ	JE	HISTORICAL PAY PPE 8/22/2020	11030	235.78		7,281.49
08/27/2020	PR	CHK	SUMMARY PR 08/27/2020			235.78	7,045.71
08/31/2020	GJ	JE	TO RECORD BANK INTEREST - AUGUST 202	11054	0.07		7,045.71
08/31/2020			297-000-101.200	END BALANCE	949.18	4,099.60	7,517.34
08/01/2020			<b>297-000-101.250 CASH</b>		BEG. BALANCE		28,471.12
08/31/2020			297-000-101.250	END BALANCE	0.00	0.00	28,471.12
08/01/2020			<b>297-000-102.100 CASH - RESTRICTED S.C.</b>		BEG. BALANCE		21,222.55
08/31/2020			297-000-102.100	END BALANCE	0.00	0.00	21,222.55
08/01/2020			<b>297-000-103.000 IMPREST PETTY CASH</b>		BEG. BALANCE		100.00
08/31/2020			297-000-103.000	END BALANCE	0.00	0.00	100.00
08/01/2020			<b>297-000-214.101 DUE TO GENERAL FUND</b>		BEG. BALANCE		1,092.20
08/01/2020	GJ	JE	BUDGETED TRANSFER - AUGUST 2020	11022	3,333.33		4,425.53
08/08/2020	GJ	JE	HISTORICAL PAY PPE 8/8/2020	11031		213.33	4,212.20
08/22/2020	GJ	JE	HISTORICAL PAY PPE 8/22/2020	11030		235.78	3,976.42
08/31/2020	GJ	JE	EXP PAID FOR BY THE GF FOR HISTORICA	11045		421.00	3,555.42
08/31/2020			297-000-214.101	END BALANCE	3,333.33	870.11	3,555.42
08/01/2020			<b>297-000-255.200 RENT DEPOSITS</b>		BEG. BALANCE		(950.00)
08/28/2020	GJ	JE	RCLS SECURITY DEP FOR AUGUST RENT AP	10989	600.00		(350.00)
08/31/2020			297-000-255.200	END BALANCE	600.00	0.00	(350.00)
08/01/2020			<b>297-000-257.000 ACCRUED WAGES PAYABLE</b>		BEG. BALANCE		(342.46)
08/31/2020			297-000-257.000	END BALANCE	0.00	0.00	(342.46)
08/01/2020			<b>297-000-366.000 RESTRICTED FUND BALANCE</b>		BEG. BALANCE		(55,265.24)
08/31/2020			297-000-366.000	END BALANCE	0.00	0.00	(55,265.24)
08/01/2020			<b>297-000-664.664 INTEREST INCOME</b>		BEG. BALANCE		(0.10)
08/31/2020	GJ	JE	TO RECORD BANK INTEREST - AUGUST 202	11054		0.07	(0.17)
08/31/2020			297-000-664.664	END BALANCE	0.00	0.07	(0.17)
08/01/2020			<b>297-000-664.668 RENTAL INCOME</b>		BEG. BALANCE		(1,150.00)
08/03/2020	CR	RCPT	RENT	515808		500.00	(1,650.00)
08/28/2020	GJ	JE	RCLS SECURITY DEP FOR AUGUST RENT AP	10989		600.00	(2,250.00)
08/31/2020			297-000-664.668	END BALANCE	0.00	1,100.00	(2,250.00)
08/01/2020			<b>297-000-695.101 GENERAL FUND TRANSFER</b>		BEG. BALANCE		(3,333.33)
08/01/2020	GJ	JE	BUDGETED TRANSFER - AUGUST 2020	11022		3,333.33	(6,666.66)
08/31/2020			297-000-695.101	END BALANCE	0.00	3,333.33	(6,666.66)
TOTAL FOR DEPARTMENT 000 REVENUE					4,882.51	9,403.11	
Department 797 HISTORICAL COMMISSION							
08/01/2020			<b>297-797-702.200 WAGES</b>		BEG. BALANCE		709.24
08/13/2020	PR	CHK	SUMMARY PR 08/13/2020		198.17		907.41
08/27/2020	PR	CHK	SUMMARY PR 08/27/2020		219.03		1,126.44
08/31/2020			297-797-702.200	END BALANCE	417.20	0.00	1,126.44
08/01/2020			<b>297-797-715.000 SOCIAL SECURITY (FICA)</b>		BEG. BALANCE		54.26
08/13/2020	PR	CHK	SUMMARY PR 08/13/2020		15.16		69.42
08/27/2020	PR	CHK	SUMMARY PR 08/27/2020		16.75		86.17
08/31/2020			297-797-715.000	END BALANCE	31.91	0.00	86.17
08/01/2020			<b>297-797-801.000 PROFESSIONAL SERVICES: ADMINIS</b>		BEG. BALANCE		4,500.00
08/21/2020	AP	INV	SEPT 20-HISTORICAL DIRECTOR SERVICES	3006	2,250.00		6,750.00
08/31/2020	GJ	JE	EXP PAID FOR BY THE GF FOR HISTORICA	11045	421.00		7,171.00
08/31/2020			297-797-801.000	END BALANCE	2,671.00	0.00	7,171.00
08/01/2020			<b>297-797-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		637.12
08/31/2020			297-797-810.000	END BALANCE	0.00	0.00	637.12
TOTAL FOR DEPARTMENT 797 HISTORICAL COMMISSION					3,120.11	0.00	
Department 798 CASTLE							
08/01/2020			<b>297-798-719.000 WORKERS' COMPENSATION</b>		BEG. BALANCE		21.00
08/31/2020			297-798-719.000	END BALANCE	0.00	0.00	21.00
08/01/2020			<b>297-798-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		356.59
08/31/2020			297-798-810.000	END BALANCE	0.00	0.00	356.59
08/01/2020			<b>297-798-820.000 UTILITIES</b>		BEG. BALANCE		156.30



TRANSACTIONS FROM 08/01/2020 TO 08/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>297-798-820.000 UTILITIES</b>					(Continued)		
08/07/2020	AP	INV	CASTLE-9/1/20-11/30/20	A1210940	64.89		221.19
08/21/2020	AP	INV	224 CURWOOD CASTLE DR-7/3/20-8/3/20	202608259303	81.75		302.94
08/31/2020			297-798-820.000	END BALANCE	146.64	0.00	302.94
08/01/2020			<b>297-798-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		0.00
08/07/2020	AP	INV	CSD1 INSPECTION AND SAFETY DIVICES O	71777	175.00		175.00
08/07/2020	AP	INV	CASTLE/CABIN EDGING/CLEAN UP	2821	410.00		585.00
08/31/2020			297-798-831.000	END BALANCE	585.00	0.00	585.00
TOTAL FOR DEPARTMENT 798 CASTLE					731.64	0.00	
Department 799 GOULD HOUSE							
08/01/2020			<b>297-799-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		356.59
08/31/2020			297-799-810.000	END BALANCE	0.00	0.00	356.59
08/01/2020			<b>297-799-820.000 UTILITIES</b>		BEG. BALANCE		158.89
08/07/2020	AP	INV	JULY 20-515 N WASHINGTON ST	206701596557	88.56		247.45
08/07/2020	AP	INV	GOULD HOUSE TRASH SERVICE	8/1/20-11/30/20	44.97		292.42
08/21/2020	AP	INV	SEPTEMBER 2020-GOULD HOUSE INTERNET	202440183	50.00		342.42
08/21/2020	AP	INV	SEPT 20-GOULD HOUSE	202442049	28.32		370.74
08/31/2020			297-799-820.000	END BALANCE	211.85	0.00	370.74
08/01/2020			<b>297-799-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		282.30
08/07/2020	AP	INV	GOULD HOUSE-EDGING/TRIMMING/MOWING	2820	370.00		652.30
08/31/2020			297-799-831.000	END BALANCE	370.00	0.00	652.30
TOTAL FOR DEPARTMENT 799 GOULD HOUSE					581.85	0.00	
Department 800 COMSTOCK/WOODARD							
08/01/2020			<b>297-800-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		0.00
08/07/2020	AP	INV	PAYMASTER-9/1/20-11/30/20	A1211027	87.00		87.00
08/31/2020			297-800-831.000	END BALANCE	87.00	0.00	87.00
TOTAL FOR DEPARTMENT 800 COMSTOCK/WOODARD					87.00	0.00	
TOTAL FOR FUND 297 HISTORICAL FUND					9,403.11	9,403.11	7,744.79
Fund 298 HISTORICAL SITES FUND							
Department 000 REVENUE							
08/01/2020			<b>298-000-101.200 CASH - CHEMICAL BANK</b>		BEG. BALANCE		128,553.09
08/07/2020	GJ	JE	2019 LINCOLN HOUSE PILOT	10918	39.97		128,593.06
08/07/2020	GJ	JE	JULY 2020 DELQ PERSONAL PROPERTY TAX	10956	48.80		128,641.86
08/14/2020	GJ	JE	JULY 16-31 2020 TAX COLLECTION	10958	10,637.80		139,279.66
08/28/2020	GJ	JE	AUG 1-15, 20 TAX COLLECTION	10990	7,028.73		146,308.39
08/31/2020	GJ	JE	1 INTEREST ALLOCATION - AUGUST 2020	11059	2.74		146,311.13
08/31/2020			298-000-101.200	END BALANCE	17,758.04	0.00	146,311.13
08/01/2020			<b>298-000-401.403 GENERAL PROPERTY TAX</b>		BEG. BALANCE		(13,675.18)
08/07/2020	GJ	JE	2019 LINCOLN HOUSE PILOT	10918		39.97	(13,715.15)
08/07/2020	GJ	JE	JULY 2020 DELQ PERSONAL PROPERTY TAX	10956		48.80	(13,763.95)
08/14/2020	GJ	JE	JULY 16-31 2020 TAX COLLECTION	10958		10,637.80	(24,401.75)
08/28/2020	GJ	JE	AUG 1-15, 20 TAX COLLECTION	10990		7,028.73	(31,430.48)
08/31/2020			298-000-401.403	END BALANCE	0.00	17,755.30	(31,430.48)
08/01/2020			<b>298-000-664.664 INTEREST INCOME</b>		BEG. BALANCE		(7.54)
08/31/2020	GJ	JE	1 INTEREST ALLOCATION - AUGUST 2020	11059		2.74	(10.28)
08/31/2020			298-000-664.664	END BALANCE	0.00	2.74	(10.28)
TOTAL FOR DEPARTMENT 000 REVENUE					17,758.04	17,758.04	
TOTAL FOR FUND 298 HISTORICAL SITES FUND					17,758.04	17,758.04	114,870.37

User: pndemo

DB: Owosso

TRANSACTIONS FROM 09/01/2020 TO 09/30/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 297 HISTORICAL FUND							
Department 000 REVENUE							
09/01/2020			<b>297-000-101.200 CASH - CHEMICAL BANK</b>		BEG. BALANCE		7,517.34
09/03/2020	CR	RCPT	RENT APT #2	519386	500.00		8,017.34
09/05/2020	GJ	JE	HISTORICAL PAY PPE 9/5/2020	11065	207.73		8,225.07
09/10/2020	PR	CHK	SUMMARY PR 09/10/2020			207.73	8,017.34
09/11/2020	CR	RCPT		519588	725.00		8,742.34
09/18/2020	CD	CHK	SUMMARY CD 09/18/2020			3,168.94	5,573.40
09/19/2020	GJ	JE	HISTORICAL PAY PPE 9/19/2020	11066	235.79		5,809.19
09/24/2020	PR	CHK	SUMMARY PR 09/24/2020			235.79	5,573.40
09/30/2020	GJ	JE	TO RECORD BANK INTEREST - SEPTEMBER 1	11088	0.06		5,573.46
09/30/2020			297-000-101.200	END BALANCE	1,668.58	3,612.46	5,573.46
09/01/2020			<b>297-000-101.250 CASH</b>		BEG. BALANCE		28,471.12
09/30/2020			297-000-101.250	END BALANCE	0.00	0.00	28,471.12
09/01/2020			<b>297-000-102.100 CASH - RESTRICTED S.C.</b>		BEG. BALANCE		21,222.55
09/30/2020			297-000-102.100	END BALANCE	0.00	0.00	21,222.55
09/01/2020			<b>297-000-103.000 IMPREST PETTY CASH</b>		BEG. BALANCE		100.00
09/30/2020			297-000-103.000	END BALANCE	0.00	0.00	100.00
09/01/2020			<b>297-000-214.101 DUE TO GENERAL FUND</b>		BEG. BALANCE		3,555.42
09/01/2020	GJ	JE	BUDGETED TRANSFER - SEPTEMBER 2020	11064	3,333.33		6,888.75
09/05/2020	GJ	JE	HISTORICAL PAY PPE 9/5/2020	11065		207.73	6,681.02
09/19/2020	GJ	JE	HISTORICAL PAY PPE 9/19/2020	11066		235.79	6,445.23
09/30/2020	GJ	JE	EXPENSES PD FOR BY THE GF FOR HISTOR:	11081		696.14	5,749.09
09/30/2020			297-000-214.101	END BALANCE	3,333.33	1,139.66	5,749.09
09/01/2020			<b>297-000-255.200 RENT DEPOSITS</b>		BEG. BALANCE		(350.00)
09/30/2020			297-000-255.200	END BALANCE	0.00	0.00	(350.00)
09/01/2020			<b>297-000-257.000 ACCRUED WAGES PAYABLE</b>		BEG. BALANCE		(342.46)
09/30/2020			297-000-257.000	END BALANCE	0.00	0.00	(342.46)
09/01/2020			<b>297-000-366.000 RESTRICTED FUND BALANCE</b>		BEG. BALANCE		(55,265.24)
09/30/2020			297-000-366.000	END BALANCE	0.00	0.00	(55,265.24)
09/01/2020			<b>297-000-664.664 INTEREST INCOME</b>		BEG. BALANCE		(0.17)
09/30/2020	GJ	JE	TO RECORD BANK INTEREST - SEPTEMBER 1	11088		0.06	(0.23)
09/30/2020			297-000-664.664	END BALANCE	0.00	0.06	(0.23)
09/01/2020			<b>297-000-664.668 RENTAL INCOME</b>		BEG. BALANCE		(2,250.00)
09/03/2020	CR	RCPT	RENT APT #2	519386		500.00	(2,750.00)
09/18/2020	AP	INV	SECURITY DEPOSIT	REFUND	500.00		(2,250.00)
09/30/2020			297-000-664.668	END BALANCE	500.00	500.00	(2,250.00)
09/01/2020			<b>297-000-671.679 DONATIONS:HOME TOUR</b>		BEG. BALANCE		0.00
09/11/2020	CR	RCPT		519588		725.00	(725.00)
09/30/2020			297-000-671.679	END BALANCE	0.00	725.00	(725.00)
09/01/2020			<b>297-000-695.101 GENERAL FUND TRANSFER</b>		BEG. BALANCE		(6,666.66)
09/01/2020	GJ	JE	BUDGETED TRANSFER - SEPTEMBER 2020	11064		3,333.33	(9,999.99)
09/30/2020			297-000-695.101	END BALANCE	0.00	3,333.33	(9,999.99)
TOTAL FOR DEPARTMENT 000 REVENUE					5,501.91	9,310.51	
Department 797 HISTORICAL COMMISSION							
09/01/2020			<b>297-797-702.200 WAGES</b>		BEG. BALANCE		1,126.44
09/10/2020	PR	CHK	SUMMARY PR 09/10/2020		192.96		1,319.40
09/24/2020	PR	CHK	SUMMARY PR 09/24/2020		219.03		1,538.43
09/30/2020			297-797-702.200	END BALANCE	411.99	0.00	1,538.43
09/01/2020			<b>297-797-715.000 SOCIAL SECURITY (FICA)</b>		BEG. BALANCE		86.17
09/10/2020	PR	CHK	SUMMARY PR 09/10/2020		14.77		100.94
09/24/2020	PR	CHK	SUMMARY PR 09/24/2020		16.76		117.70
09/30/2020			297-797-715.000	END BALANCE	31.53	0.00	117.70
09/01/2020			<b>297-797-801.000 PROFESSIONAL SERVICES: ADMINIS'</b>		BEG. BALANCE		7,171.00
09/18/2020	AP	INV	OCTOBER 20-HISTORICAL DIRECTOR SERVI	3022	2,250.00		9,421.00
09/30/2020			297-797-801.000	END BALANCE	2,250.00	0.00	9,421.00
09/01/2020			<b>297-797-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		637.12
09/30/2020	GJ	JE	EXPENSES PD FOR BY THE GF FOR HISTOR:	11081	318.56		955.68
09/30/2020			297-797-810.000	END BALANCE	318.56	0.00	955.68
TOTAL FOR DEPARTMENT 797 HISTORICAL COMMISSION					3,012.08	0.00	
Department 798 CASTLE							
09/01/2020			<b>297-798-719.000 WORKERS' COMPENSATION</b>		BEG. BALANCE		21.00
09/30/2020	GJ	JE	EXPENSES PD FOR BY THE GF FOR HISTOR:	11081	21.00		42.00
09/30/2020			297-798-719.000	END BALANCE	21.00	0.00	42.00
09/01/2020			<b>297-798-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		356.59
09/30/2020	GJ	JE	EXPENSES PD FOR BY THE GF FOR HISTOR:	11081	178.29		534.88

TRANSACTIONS FROM 09/01/2020 TO 09/30/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>297-798-810.000 INSURANCE &amp; BONDS</b> (Continued)							
09/30/2020			297-798-810.000	END BALANCE	178.29	0.00	534.88
09/01/2020			<b>297-798-820.000 UTILITIES</b>		BEG. BALANCE		302.94
09/18/2020	AP	INV	224 CURWOOD CASTLE DR	204477111453	76.61		379.55
09/18/2020	AP	INV	SEPT 20-CURWOOD CASTLE	202440038		23.28	356.27
09/18/2020	AP	INV	OCTOBER 20-CURWOOD CASTLE	202740038	77.96		434.23
09/30/2020			297-798-820.000	END BALANCE	154.57	23.28	434.23
09/01/2020			<b>297-798-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		585.00
09/30/2020			297-798-831.000	END BALANCE	0.00	0.00	585.00
TOTAL FOR DEPARTMENT 798 CASTLE					353.86	23.28	
Department 799 GOULD HOUSE							
09/01/2020			<b>297-799-810.000 INSURANCE &amp; BONDS</b>		BEG. BALANCE		356.59
09/30/2020	GJ	JE	EXPENSES PD FOR BY THE GF FOR HISTOR	11081	178.29		534.88
09/30/2020			297-799-810.000	END BALANCE	178.29	0.00	534.88
09/01/2020			<b>297-799-820.000 UTILITIES</b>		BEG. BALANCE		370.74
09/18/2020	AP	INV	515 N WASHINGTON ST	201184494889	77.65		448.39
09/18/2020	AP	INV	OCTOBER 20-GOULD HOUSE	202740183	50.00		498.39
09/30/2020			297-799-820.000	END BALANCE	127.65	0.00	498.39
09/01/2020			<b>297-799-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		652.30
09/18/2020	AP	INV	AUGUST 20-GOULD HOUSE MOWING	2917	160.00		812.30
09/30/2020			297-799-831.000	END BALANCE	160.00	0.00	812.30
TOTAL FOR DEPARTMENT 799 GOULD HOUSE					465.94	0.00	
Department 800 COMSTOCK/WOODARD							
09/01/2020			<b>297-800-831.000 BUILDING MAINTENANCE</b>		BEG. BALANCE		87.00
09/30/2020			297-800-831.000	END BALANCE	0.00	0.00	87.00
TOTAL FOR DEPARTMENT 800 COMSTOCK/WOODARD							
TOTAL FOR FUND 297 HISTORICAL FUND					9,333.79	9,333.79	7,744.79
Fund 298 HISTORICAL SITES FUND							
Department 000 REVENUE							
09/01/2020			<b>298-000-101.200 CASH - CHEMICAL BANK</b>		BEG. BALANCE		146,311.13
09/16/2020	GJ	JE	AUG 16-31,20 TAX COLLECTION DISBURSE	11025	80,284.53		226,595.66
09/16/2020	GJ	JE	DELINQUENT PERS PROP TAX DISBURSEMEN	11029	4.84		226,600.50
09/29/2020	GJ	JE	SEPT 1-15 TAX COLLECTION	11075	4,012.36		230,612.86
09/30/2020	GJ	JE	1 INTEREST ALLOCATION - SEPTEMBER 20	11085		5.55	230,607.31
09/30/2020			298-000-101.200	END BALANCE	84,301.73	5.55	230,607.31
09/01/2020			<b>298-000-401.403 GENERAL PROPERTY TAX</b>		BEG. BALANCE		(31,430.48)
09/16/2020	GJ	JE	AUG 16-31,20 TAX COLLECTION DISBURSE	11025		80,284.53	(111,715.01)
09/16/2020	GJ	JE	DELINQUENT PERS PROP TAX DISBURSEMEN	11029		4.84	(111,719.85)
09/29/2020	GJ	JE	SEPT 1-15 TAX COLLECTION	11075		3,945.41	(115,665.26)
09/30/2020			298-000-401.403	END BALANCE	0.00	84,234.78	(115,665.26)
09/01/2020			<b>298-000-401.445 INTEREST &amp; PENALTIES ON TAXES</b>		BEG. BALANCE		0.00
09/29/2020	GJ	JE	SEPT 1-15 TAX COLLECTION	11075		66.95	(66.95)
09/30/2020			298-000-401.445	END BALANCE	0.00	66.95	(66.95)
09/01/2020			<b>298-000-664.664 INTEREST INCOME</b>		BEG. BALANCE		(10.28)
09/30/2020	GJ	JE	1 INTEREST ALLOCATION - SEPTEMBER 20	11085	5.55		(4.73)
09/30/2020			298-000-664.664	END BALANCE	5.55	0.00	(4.73)
TOTAL FOR DEPARTMENT 000 REVENUE					84,307.28	84,307.28	
TOTAL FOR FUND 298 HISTORICAL SITES FUND					84,307.28	84,307.28	114,870.37



09/28/2020 01:05 PM  
User: pndemo  
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 08/01/2020 - 08/31/2020

Page: 1/1

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Bank 10 OWOSSO HISTORICAL FUND						
08/07/2020	10	5366	AP	06674	CONSUMERS ENERGY	88.56
08/07/2020	10	5367	AP	100167	ENGINEERED PROTECTION SYSTEMS	151.89
08/07/2020	10	5369	AP	100120	NO MOW PROBLEMS LAWN CARE	780.00
08/07/2020	10	5370	AP	02229	SPECIALTY SALVAGE LLC	44.97
08/07/2020	10	5368	AP	28640	LAMPHERE'S	175.00
08/21/2020	10	5371	AP	06674	CONSUMERS ENERGY	81.75
08/21/2020	10	5372	AP	03649	DAYSTARR COMMUNICATIONS	78.32
08/21/2020	10	5373	AP	100277	ALBERT W MARTENIS III	2,250.00
Total of 8 Checks:						3,650.49
Less 0 Void Checks:						0.00
Total of 8 Disbursements:						3,650.49

10/13/2020 11:12 AM  
User: pndemo  
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Page: 1/1

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Bank 10 OWOSSO HISTORICAL FUND						
09/18/2020	10	5374	AP	HISTORICAL	GRAZIER MICHELLE	500.00
09/18/2020	10	5375	AP	06674	CONSUMERS ENERGY	154.26
09/18/2020	10	5376	AP	03649	DAYSTARR COMMUNICATIONS	104.68
09/18/2020	10	5377	AP	100277	ALBERT W MARTENIS III	2,250.00
09/18/2020	10	5378	AP	100120	NO MOW PROBLEMS LAWN CARE	160.00
Total of 5 Checks:						3,168.94
Less 0 Void Checks:						0.00
Total of 5 Disbursements:						3,168.94