

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
September 9, 2019, 6:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:08 PM BY CHAIR CAROLYN EBERT
- PRESENT:** Chairman Carolyn Ebert; Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Jed Dingens; Commissioner Elaine Greenway; Commissioner Heather Jacobs; Commissioner Paul Rogers.
- ABSENT:** None
- OTHERS PRESENT:** Robert Doran-Brockway, Director; Nathan Henne, City Manager; Josh Adams, DDA Director; and Mark Erikson
- APPROVAL OF AGENDA:** Commissioner Adames made a motion to amend the agenda to include introduction of Mark Erickson and add the documents: Millage Review and Contract Items to the Agenda. Motion Supported by Commissioner Acton. Ayes all, motion carried.
- APPROVAL OF AUGUST 19, 2019 REVENUE AND EXPENDITURE REPORT:** Commissioner Greenway motioned to approve the August 19, 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Jacobs. Ayes all, motion carried.
- CONSENT AGENDA:** OHC Balance Sheet; OHC Check Register; OHC August 19, 2019 Meeting Minutes. Commissioner Adams motioned to approve the Consent Agenda, Supported by Commissioner Greenway. Ayes all, motion carried.
- CITIZEN COMMENTS:** Mark Erikson described himself as born and raised in Owosso. He has an avid interest in Curwood Books. He believes OHC is a worthy endeavor. Now that he is retired he would like to include serving on the board in the time he now has available.
- COMMUNICATIONS:** NONE
- OLD BUSINESS:**
- **2019 Owosso Historic Home Tour – Date: 9/21/19** – The Home Tour “To Do” list was reviewed. Commissioners will be utilized as needed in Home Tour locations. Commissioner Rogers will sell tickets at 9/14/19 Farmer’s Market. Commissioners Adams and Ebert will distribute tickets at Curwood Castle the day of the Tour.

The Home Tour book was distributed for Commissioner’s review. It is noted that additional volunteers are needed. A piece of Woodard Furniture will be displayed at each home. Follow-up will be done with newspapers. Final details are being carried out in the coming week.
- NEW BUSINESS:**
- **Outline of Items for consideration in Contract with City of Owosso – with Five Categories as shown:**
 - 1) Overall Goals, Expectations and Mutual Relationship
 - 2) Ownership of Assets
 - 3) Maintenance
 - 4) Insurance and Risk Management
 - 5) Process and Procedures

- **Millage Review Document**

Capital Improvements itemized for Curwood Castle, Woodard Paymaster Building, Comstock Pioneer Cabin, and Gould House. Curwood Castle planning is underway and on schedule.

Public must be shown as soon as possible that millage money is being spent on capital improvements. The board will prioritize and initiate projects. Commissioners will make recommendations for items prioritized at October 2019 meeting. Nathan Henne, City Manager, offered to assist with quotes and/bids for capital improvement purchases.

A public announcement will be made offering free admission to Curwood Castle to Owosso residents.

- **Contract agreement between Castle City Museums/Owosso Historical Commission with the City of Owosso**

City Manager – Nathan Henne responded to his brief overview of the list of Items for consideration list. He will make an effort to incorporate the additional items as appropriate by 9/30/2019.

- **Executive Director Job** – Options for replacement were presented as follows:

1) Interim Executive Director for 3-6 months or

2) Office of the Executive Director developed consisting of commission members to run the daily operations.

a) This option is a cost saving measure.

b) Contracted individuals would spearhead specific projects/events.

Three commissioners agreed to form “**Office of the Executive Director**”, the time period that the office is in force, is to be determined and is open-ended within a guideline of 4-6 months. First meeting will be held Wednesday, September 11, 8 a.m. This action will allow an opportunity to determine if a full-time or part-time director is needed while developing a job description.

Motion by Commissioner Rogers and supported by Commissioner Greenway to form the “Office of the Executive Director” committee.

All Ayes, Motion carried.

- **501c3 Development and Requirements** - Tom Williams from Nonprofit Network will provide information and guidance to develop Castle City Museum to transition from OHC to nonprofit.

- **Special Meeting scheduled** for Monday, September 23, 2019, 6:00 P.M. to be held at Curwood Castle to discuss: Goals, Leadership and City Proposal. Tom Williams, Nonprofit Network, will be in attendance.

ADJOURN: Commissioner Rogers motioned to adjourn at 8:34 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.