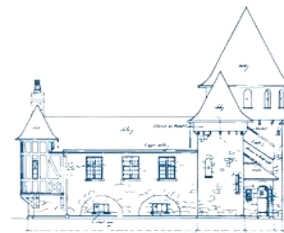


HISTORICAL COMMISSION - Regular Meeting Minutes

July 13, 2020

Curwood Castle

6:00 p.m. to 7:30 p.m.



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Call to order – Executive Director Albert Martenis called meeting to order at 6:00 p.m.

Roll call

Present: Commissioner Steven Flayer, Commissioner Mark Erickson, Vice-chair Dave Acton, Executive Director Albert Martenis, Commissioner Gary Wilson, Mayor Pro Tempore Sue Osika, Commissioner Sara Adams, Committee Member Betsy Galloway

Absent: Commissioner Heather Jacobs, Commissioner Paul Rodgers

Agenda and Minutes

Review and motion to approve the 3/9/2020 minutes: Executive director Albert M. made motion to approve, Vice Chair Acton second. Ayes all, motion carried.

Review and motion to approve the 7/13/2020 agenda: Commissioner Mark Erickson made motion to approve, Commissioner Steve Flayer second. Ayes all, motion carried.

Financial Review

Approved 2020-21 fiscal year budget

Executive Director Martenis presented the budget for review and summarized that the 2020-2021 fiscal year budget has been approved by City Council.

There was an \$8,504.00 balance transfer from the 2019-2020 fiscal year to the starting balance for the 2020-2021, indicating that the OHC under spent the 2019-2020 budget (which was the key performance goal for the 2019-2020 fiscal year).

The detailed reconciled monthly report for June was not available (the new fiscal year begins July 1st), but the total was available so the OHC knows it underran the budget from July 1st, 2019 to June 30th, 2020 by \$8,504.00.

\$130,992 is currently available in the capital improvement fund balance attributed to the bond passage.

In addition, \$25,000 is available for the roof repair of the Gould house (this was previously approved by the City, prior to the bond millage vote).

This \$25,000 will be allocated for the repair of the flat portion of the roof as well as the soffits.

Executive Director Albert Martenis presented the revenue and expense report through May 31st.

Budget percent used through May 31st 72% with one month to go in the fiscal year.

Effects of Covid; loss of \$8,000 to \$11,000 on admission fees and retail sales.

Reduced spending on operating expenses was able to compensate for lost revenues and keep the budget performance positive at the end of the fiscal year.

Review Check Register(s):

Presented by Executive Director Albert Martenis; included checks from February 7th to March 31st.

Covered cleaning (Gould and Castle,) Hodge Glass for key, new light bulbs, historical membership society renewal, DayStarr for phone and internet, Consumers Energy for electricity and gas, and lawncare.

Commissioner Steve Flayer presented blanket motion to approve that checks written were appropriate.

Commissioner Sara Adams seconded blanked motion. Ayes all, motion carries.

Visitor comments:

None.

Commissioner comments:

None.

Executive Director report:

Executive Director Albert Martenis and Head Docent Denise have changed the Castle basement displays to include town artifacts, athlete profiles, and notable Owosso alumni.

Support by Commission to obtain a quote from Ludington Electric to finish adding LED lighting to displays in the basement.

Presented a plan to also add LED lighting to Comstock Cabin, and Paymaster Building; no action was taken – the item will be added to a future agenda.

Reviewed the Gould House drone inspection conducted by Jordan Sovis (cost of inspection to be covered by both capital improvement budget as well as the promotion budget).

Comstock Cabin improvement ideas are going to be brought to the Facilities Committee.

He presented plan to improve handicap access to the Comstock Cabin as well as the Gould House.

Head Docent Denise has been working to restructure archives at the Gould House and has a plan to rotate displays at the Gould House using archived materials from Curwood Castle.

Review of working relationship with DPW for landscaping tasks.

Executive Director Martenis gave recommendation to City of Owosso officials to remain closed until further notice due to Covid distancing requirements and other safety and comfort concerns; the Commission concurred.

Masonic lodge (9 masons) donated 42.5 hours to clean up landscaping around the Gould house.

Connie Williams (Gould house neighbor.) has donated several hours as well.

DPW collaborated and picked up debris from the curbside after the cleanup was completed.

Committee Reports:

Vice Chair Dave Acton introduced committee reports, and a review of the current committee structure.

VC Acton presented review of budgetary spending.

Remarks emphasized that replaceable items are in the operations budget, "items that stay" are in the capital budget.

1. Facilities: Presented by Commissioner Mark Erickson, Committee Chair
 - a. Maintenance purchases (from budget – things that get replaced.) No remarks.
 - b. Aviator Jane event: No remarks.
 - c. Capital purchases (from bond – things that stay)
 - i. New router: Has been installed, groups of up to 100 on the guest network at any time. (old business)
 - ii. Jordan Sovis: Making sure that vendors can provide quotation without in person inspection, also to be used for promotional materials. (old business)
 - iii. Ludington: Ludington Electric to finish LED lighting in display cases. Carl Ludington has also provided quote for Wi-Fi connectivity on exterior lights.
 - iv. EPS (security company): The fire and security system on castle are outdated. If quote for security updates is approved, this will allow for a detailed report of access activity for all properties. This will be an update through EPS. A quote from EPS was also presented for camera feed to be converted from coaxial to digital feed.
 - d. Vacuum purchases (capital); Vacuum has not been purchased due to irregular schedule and cleaning service.
 - e. Castle window washing quote (match to fiscal year budget line item): Castle window washing presented as a quote to Dave Acton. Finance committee to evaluate.
 - f. Air conditioning for Castle (capital – mini split system) Contractor Barney to be called on August 2nd, appointment for quotation to be in the first two weeks in August.
2. Finance: Presented by Vice-Chair Dave Acton, Committee Chair

- a. Purchasing process: Reviewed purchasing process and the importance of going through budget line by line.
3. Governance: Presented by Vice Chair Dave Acton, Committee Chair
 - a. Ordinance: Packet presented containing city ordinance that establishes commission. Review encouraged by all commissioners.
 - b. By-laws: Presented in packet, make sure all expenses comply. Feedback requested by Vice Chair Acton on any areas of spending that might not follow by-laws.
 - c. Purchasing Ordinance: Ordinance was also presented to commissioners in packet.
4. Volunteers: Presented by Executive Director Albert Martenis
 - a. Partnership with Masonic Lodge: Main organization and liaison to Gould house. Masons want to maintain ambassadorship to Gould House and continue to volunteer.
 - b. Review of relationship with Connie Williams (Gould House Neighbor.) Connie Williams has been helpful in volunteer activities associated with Gould House.
5. Archiving: Presented by Commissioner Steve Flayer, Committee Chair
 - a. Storage and organization: Castle display materials to be stored in Gould house. Over the Covid shutdown Commissioner Flayer as well as library employees have digitized notebooks at the Curwood Castle, 3,000 documents. Additionally, digitized Owosso high school yearbooks. Yearbooks will be on the website through the library with copies to be presented to the OHC.
 - b. Commissioner Gary Wilson presented ideas on community engagement. Ideas include home tour participation, creating a link between other historical organizations in the area, resource for business and homeowners who are caretakers of historical buildings.
6. Education: Presented by Commissioner Sara Adams, Committee Chair
 - a. There is currently a hold pattern on committee activities as there is not a clear plan for school activities considering the Covid pandemic.

Visitor Comments:

Betsy Galloway, archiving committee member, completed digital skills workshop. Committee Member Galloway offered archiving help to Commissioner Flayer.

Mayor Pro Tem Sue Osika expressed thanks to committee and offer to represent the committee in the city council meetings.

Commissioner Comments:

OHC will be taking over the display case outside the Mayor's office. This will start with movie posters from Curwood Castle.

Adjournment:

Commissioner Sara Adams made motion to adjourn. Commissioner Steve Flayer seconded. Ayes all, motion carried.