

RESOLUTION NO. 182-2021

**TO ADOPT THE
CITY OF OWOSSO HISTORICAL COMMISSION BYLAWS**

WHEREAS, the City of Owosso Historical Commission is a public commission which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the commissioners of the City of Owosso Historical Commission of the City of Owosso have drafted and approved bylaws to direct the conduct and activities of such meetings and are submitting them to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby approves the bylaws of the City of Owosso Historical Commission as follows, such bylaws to be effective immediately:

**BYLAWS
OF
CITY OF OWOSSO HISTORICAL COMMISSION**

ARTICLE 1. PURPOSE

The purpose of the Historical Commission (hereinafter referred to as "the Commission") shall be to recognize and preserve and bring public attention to the historical treasures of the City and to promote an historical interest in the arts. The commission shall be responsible for the permanent perpetuation of the history of the city through such means as may be developed by the commission, including:

- (1) Receiving, cataloging, preserving and displaying articles of historic interest and significance.
- (2) Maintaining, preserving, restoring, and managing buildings of historic interest and significance which are owned by the city.
- (3) Encouraging the preservation and perpetuation of historic articles and architecture through programs and activities designed to promote community awareness.
- (4) Enhancing historic areas with buildings and/or facilities to increase the enjoyment and use of the city's cultural and historic facilities.

ARTICLE 2. ORGANIZATION

Section 1. Members.

The members of the commission shall be appointed by the City Council in accordance with the provisions of ordinance.

There shall be seven (7) voting members possessing the right to vote on matters before the commission and serve as chairperson of the commission or its committees. Of these seven (7) members, one (1) shall be a representative of the City Council. In addition, there may be appointed ex-officio members of the commission who may attend all meetings of the commission, participate in discussion of matters before the commission, and serve on committees of the commission.

Section 2. Officers.

- (a) The officers of the commission shall be a chairperson and a vice-chairperson, who shall be members of the commission and a secretary-treasurer, who shall be an officer or employee of the City of Owosso.

- (b) The officers shall be selected by the voting members of the commission annually during the first regular meeting of the commission in October of each year.
- (c) The terms of office for the officers shall be one year or such longer period as is necessary until a successor is appointed and assumes the office.
- (d) If an office shall become vacant before the officer has served his complete term, the commission shall appoint another officer to serve for the remainder of the term of office.

Section 3. Duties of officers.

- (a) The chairperson shall be the presiding officer at all regular and special meetings of the commission, shall be an ex-officio member of all standing and ad hoc committees of the commission, and shall be the spokesperson for the commission in all contacts with the city administration, city council, and the news media.
- (b) The secretary-treasurer shall have custody of the records of the commission, shall take minutes of all meetings of the commission, shall receive monetary donations in the name of the commission and shall keep a record thereof, shall authorize disbursement of funds of the commission within limits established by the commission, and shall maintain an inventory of the assets of the commission.
- (c) The secretary-treasurer may designate another officer or employee of the City of Owosso to act as secretary-treasurer during a time of absence or disability until he or she is able to resume the duties of the office.

Section 4. Meetings.

- (a) The commission shall schedule regular meetings and shall approve the date, time, and place of such meetings. Special meetings may be called by one of the officers or by a majority of the voting members of the commission. All meetings of the commission shall be held in accordance with the Open Meetings Act (P.A. 267 of 1976, as amended).
- (b) A majority of the voting members of the commission shall constitute a quorum.
- (c) The chairperson shall be the presiding officer at all meetings of the commission. In the absence of the chairperson, the vice-chairperson shall serve as chairperson for that meeting.

Section 5. Committees.

- (a) The work of the commission shall be accomplished through a structure of standing committees. The following shall be considered standing committees of the commission:
 - (1) Facilities Committee. This committee shall be responsible for the restoration, preservation and maintenance of the Gould House and other buildings and grounds associated with the Gould House, the Curwood Castle, buildings located in Curwood Castle Park, and for coordinating maintenance and development activities with appropriate City departments.
 - (2) Historic Properties Activities Committee. This committee shall be responsible for developing rules and regulations for the use of the Gould House and its associated buildings and grounds, Curwood Castle, other historic holdings, and for overseeing activities which take place there.
 - (3) Historic Collection Committee. This committee shall be responsible for maintaining a record of historic articles acquired by the commission, for preserving those articles, for arranging for their storage and display, for loaning historic articles to other organizations, for acquiring historic articles through loan from other organizations and for identifying articles in the collection which should be considered for sale or disposal.

- (4) Historic Preservation Committee. This committee shall be responsible for promoting the preservation and restoration of private properties of historic interest in the community by developing and maintaining sources of information and assistance in restoration activities, by coordinating contacts between property owners and experts in the field of historic preservation, by monitoring activities affecting properties of historic significance and, where necessary, initiating contact with the property owner and by responding to requests for assistance from private property owners.
- (b) The commission may establish such additional standing committees as it deems necessary to carry out the work of the commission. The commission may dissolve any standing committees established by it but, with regard to the standing committees described in Section 5(a), such dissolution shall become effective only with the approval of the City Council.
- (c) The chairperson of the commission shall appoint a voting member of the commission as chairperson of each standing committee. Each committee chairperson shall be responsible for appointing individuals, who need not be members of the commission, to serve on the committee and to assist the committee chairperson in carrying out the work of the committee.
- (d) The chairperson of the commission may, from time to time, establish ad hoc committees and may appoint individuals to serve on such committees. At least one member of each ad hoc committee shall be a voting member of the commission. Ad hoc committees shall be established for a specific purpose related to the activities of the commission and shall complete their work, report to the commission and shall be considered dissolved within two years after their establishment.

ARTICLE 3. CONTROL OF ASSETS

Section 1. Authority of the Commission.

The commission shall have the sole responsibility and authority, subject to the direction of the city council, to manage and control the real and personal property over which it has jurisdiction. Such responsibility and authority shall not be delegated to an officer, committee or chairperson of a committee, unless specifically directed and authorized by a vote of the commission.

Section 2. Donations.

- (a) The secretary-treasurer shall accept on behalf of the commission any donations or contributions of cash or other financial instruments easily converted into cash, subject to the following provisions:
- (1) Donations or contributions which are given without restrictions or which are restricted only to the extent that they are to be dedicated to a specific project, property, or activity of the commission may be accepted without the specific approval of the commission.
- (2) Donations or contributions other than those described in Section 2(a) (1) above, particularly when those donations or contributions might require that the commission take a specific action related to such donation or contribution at some future time, or when such donation or contribution is, in the secretary-treasurer's opinion, so restricted as to prevent its use for the general purposes of the commission, shall only be accepted following approval by the commission.
- (b) The chairperson, secretary-treasurer, or the chairperson of the Historic Collection Committee may accept donations of articles of personal property, without prior approval of the commission, subject to the following provisions:
- (1) The article or group of articles to be donated shall not have an estimated value in excess of five hundred dollars;

(2) The donation shall be unrestricted with regard to the use which the commission may make of the articles, including the right of the commission to sell or otherwise dispose of the articles at its sole discretion;

(3) Articles which are to be loaned to the commission, whether for a definite or indefinite period of time, may only be accepted following a vote of the commission.

(c) Real property may be accepted by the commission only upon the approval of the city council.

Section 3. Loans of commission assets.

The commission shall approve each request for a loan of historic articles from the commission's collection. In considering a request for such a loan, the commission shall consider the purpose of the institution making the request, the value of the articles which are the subject of the request, and the safeguards to be taken against theft or damage. The commission shall ascertain that the requesting institution possesses adequate insurance against loss.

Section 4. Disposition of assets.

The commission shall adopt detailed rules and procedures governing the disposition of commission assets. Such rules and procedures shall provide, at a minimum, that no assets of the commission may be disposed of without the express authorization of the commission and that disposition of any article valued in excess of one thousand dollars shall be approved in advance by the city council.

Section 5. Use of buildings.

The commission shall adopt detailed rules and procedures governing the use of the historic buildings under its control. Such rules and procedures shall establish the fees to be charged for the use of the buildings.

ARTICLE 4. FINANCE

Section 1. Budget.

(a) The commission shall annually prepare and recommend to the council a budget for the fiscal year commencing July 1, which budget will show the anticipated revenues and expenditures for the commission's activities and operations.

(b) The secretary-treasurer shall present a proposed budget for consideration by the commission at its first regular meeting during the month of February.

(c) The commission shall approve a budget for the ensuing fiscal year not later than the first meeting of March.

Section 2. Purchases.

The secretary-treasurer shall have the authority to make purchases of such supplies and services as are necessary to carry out the activities of the commission. Purchases shall be made in accordance with Article VI, Division 3 of the City of Owosso Code of Ordinances governing Purchases, Contracts and Sales.

Section 3. Endowment fund.

The commission shall maintain an endowment fund into which shall be placed monetary gifts and bequests which are directed to said fund. The interest and/or dividends which are earned by the

endowment fund may be used for the expenses associated with the activities of the commission but no portion of the principal shall be expended.

ARTICLE 5. APPROVAL AND AMENDMENTS

Section 1. Approval.

These by-laws shall become effective following their approval by the commission and by the city council.

Section 2. Amendments.

The commission shall annually during its first regular meeting in January review these by-laws and determine the need to make any changes, additions, or deletions. These by-laws may be amended as deemed necessary by the commission. Such amendments shall be approved as provided in Section 1.

I hereby certify that the foregoing document is a true and complete copy of a resolution authorized by the Owosso City Council at the regular meeting of October 4, 2021.



Amy K. Kirkland, City Clerk