



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

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MEETING AGENDA

December 12, 2022, at 6:00 at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve November 14, 2022 minutes

Motion to approve the December 12, 2022 agenda

AGENDA ITEMS

1. Gould House fence
2. Community Foundation funds
3. Castle 100th Anniversary - Discussion

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Adjourn



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Regular Meeting of the Owosso Historical Commission

Minutes of November 14, 2022 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Vice Chair Mark Erickson

MEMBERS PRESENT: Commissioners Deb Adams, Gary Wilson, Lance Little, Elaine Greenway, and Vice Chair Mark Erickson.

MEMBERS ABSENT: Commissioner Sue Osika,

OTHERS PRESENT: Amy Fuller, Denice Grace, Piper Brewer, Cora Walby, and Jayne Brown

VICE CHAIR ERICKSON CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – September 12, 2022

Motion by Commissioner Wilson to approve minutes as presented, supported by Commissioner Adams.
Passed by voice vote.

APPROVE AGENDA – November 14, 2022

Motion by Commissioner Wilson to add discussion of creating a Director of Historical Programs position to the agenda, supported by Commissioner Greenway.

Passed by voice vote.

Motion by Commissioner Little to approve agenda with the change, supported by Commissioner Wilson.

Passed by voice vote.

ITEMS OF BUSINESS

Chair and Vice Chair nominations:

Commissioner Greenway nominated Commissioner Erickson to serve as Chair, supported by Commissioner Wilson.

Passed by voice vote, with Erickson abstaining

Commissioner Wilson nominated Commissioner Adams to serve as Vice Chair, supported by Commissioner Greenway.

Passed by voice vote.

Christmas Party:

Commissioner Greenway presented plans and an invitation for the OHC Christmas Party. The party is to be held December 8, 5:30 – 7:30 at the Castle, there will be no alcohol served, admission is \$15, each Commissioner was asked to help with finding sponsors/donations. There will be a silent auction.

Castle 100th Anniversary:

Commissioner Adams reported on the 100th Anniversary plans. The planning committee is coordinating with the Steam Railroading Institute to hold a wine and cheese event at SRI, tentatively scheduled for April 29, 2023. They would like the Castle to open on March 14, 2023 with the Mayor and State Rep present. They are also looking at souvenir items marking the 100 years.

Director of Historical Programs:

Commissioner Wilson presented for exploration, hiring Cora Walby to serve as Director of Historical Programs. This position would be shared with the Shiawassee Arts Council and could work on the Gould House Museum and a Home Tour, among other things. Amy Fuller stated that the current budget wouldn't support this position. Piper Brewer talked about the benefit Cora would bring to both organizations. Cora expressed her interest in working with OHC. Commissioner Little asked about the sustainability of the position. Commissioner Adams asked about previous Home Tour income. The commission requested Amy to schedule a meeting with the City Manager for Commissioners Erickson, Wilson and Adams. A potential special meeting was discussed.

Financial Review and Discussion

Amy Fuller reviewed financial reports ending September 30, 2022. She stated there is a loss of revenue due to unpaid rent at the Gould House, and there were unexpected expenses to fix the shower and hire a locksmith at the Gould House. Amy asked if the Commission would like to clean the carpets at the Castle before the Christmas party.

- a. Motion by Wilson to spend \$100 for carpet cleaning
- b. Supported by Adams.
- c. Passed by voice vote.

Denice Grace provided a financial report on the Castle.

PUBLIC COMMENT PERIOD

Jayne Brown shared that the MCAC grant for landscaping at the Gould House was not approved. She would like to reapply for the January grant cycle.

COMMISSIONER COMMENTS

Commissioner Wilson asked Amy Fuller what the source of information was regarding ADA compliance at the Gould House requiring a ramp and bathroom. Amy stated that the city's building inspector had given her the information but that the commission should have an architect walk through to make sure the first floor could pass a building inspection as a museum.

Commissioner Little requested a tour of the Gould House. Commissioner Erickson said he would follow up with him on scheduling a tour.

Commissioner Adams thanked Cora Walby

Commissioner Greenway thanked everyone for help with the party details

STAFF REPORT AND PROJECT UPDATES

None

ADJOURNMENT

Commissioner Little moved to adjourn the meeting. Commissioner Wilson supported. Voice vote was unanimous to adjourn the meeting at 7:43 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

November 2022 Curwood Castle Financial Report

Date	Adults	Kids	Square		Cash		Donations	Deposits
			Admits	Gift Shop	Admits	Gift Shop		
11/1/2022	7				\$35.00			
11/2/2022	18		\$10.00		\$80.00	\$10.00		
11/3/2022	9	3			\$51.00			
11/4/2022	19	4	\$20.00		\$83.00	\$5.00		
11/5/2022	16		\$10.00		\$70.00	\$24.00		
11/6/2022	21	6	\$53.00	\$46.00	\$64.00			
11/7/2022								
11/8/2022	6	4	\$14.00		\$24.00	\$20.00		
11/9/2022	4				\$20.00	\$36.00		
11/10/2022	6				\$30.00			
11/11/2022	13	2	\$9.00		\$60.00	\$5.00		
11/12/2022	8		\$10.00		\$30.00			
11/13/2022	4				\$20.00	\$13.00		
11/14/2022								
11/15/2022	1				\$5.00			
11/16/2022	2				\$10.00	\$12.00		
11/17/2022	2	2			\$14.00			
11/18/2022	1			\$36.00	\$5.00			
11/19/2022	7	2	\$10.00		\$29.00			
11/20/2022	2	2	\$14.00	\$17.00				
11/21/2022								
11/22/2022	3				\$15.00			
11/23/2022	6	5	\$12.00	\$15.00	\$28.00			
11/24/2022								
11/25/2022	13	3	\$20.00	\$15.00	\$51.00	\$5.00	\$1.00	
11/26/2022	18	4	\$19.00		\$79.00	\$32.00		
11/27/2022	4				\$20.00			
11/28/2022								
11/29/2022	5	1	\$7.00		\$20.00	\$4.00		
11/30/2022	2				\$10.00		\$25.00	
Totals	197	38	\$208.00	\$129.00	\$853.00	\$166.00	\$26.00	\$1,045.00

November 2015 - 2021 Monthly Comparison Report

	Visitors	Revenue	gift shop	donations	totals
2015	144	\$525.00	\$90.00	\$65.00	\$680.00
2016	207	\$835.00	\$183.00	\$150.00	\$1,168.00
2017	156	\$614.00	\$198.00	\$50.00	\$862.00
2018	202	\$734.00	\$311.50	\$30.00	\$1,075.50
2019	273	\$1,028.00	\$245.00	\$20.00	\$1,293.00
2021	134	\$582.00	\$307.00	\$10.00	\$899.00
2022	235	\$1,061.00	\$295.00	\$26.00	\$1,382.00

November 2022 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash
Books -Vintage	\$12-\$20	15	\$60.00	\$136.00
Book -My Adventure to Curwood Castle	\$10.00	2	\$20.00	
Book - Marv Girard	\$12.00	1	\$12.00	
Coaster - Wooden	\$5.00	4	\$15.00	\$5.00
Souvenir Book - Gray	\$5.00	4		\$20.00
Postcards	\$1 / \$5	12	\$6.00	\$5.00
Watercolor - Mary Anderson	\$10.00	1	\$10.00	
Magnets	\$3.00	2	\$6.00	
TOTALS			\$129.00	\$166.00

\$295.00

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022	MONTH 12/31/2022	BALANCE	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-643.000	SALES	2,000.00	1,708.00	0.00	292.00	85.40
297-000-665.000	INTEREST INCOME	25.00	30.03	0.00	(5.03)	120.12
297-000-667.100	RENTAL INCOME	16,800.00	5,320.00	420.00	11,480.00	31.67
297-000-674.100	PRIVATE DONATIONS	11,000.00	10,848.00	0.00	152.00	98.62
297-000-675.000	MISCELLANEOUS	0.00	50.00	0.00	(50.00)	100.00
297-000-699.101	GENERAL FUND TRANSFER	10,000.00	2,500.00	0.00	7,500.00	25.00
Total Dept 000 - REVENUE		39,825.00	20,456.03	420.00	19,368.97	51.36
TOTAL REVENUES		39,825.00	20,456.03	420.00	19,368.97	51.36
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	6,032.52	486.72	10,137.48	37.31
297-797-702.400	WAGES - SEASONAL	2,600.00	816.07	82.32	1,783.93	31.39
297-797-715.000	SOCIAL SECURITY (FICA)	1,436.00	523.90	43.52	912.10	36.48
297-797-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
297-797-719.000	WORKERS' COMPENSATION	53.00	17.26	0.00	35.74	32.57
297-797-728.000	OPERATING SUPPLIES	300.00	0.00	0.00	300.00	0.00
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	196.60	0.00	403.40	32.77
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	175.00	412.50	0.00	(237.50)	235.71
297-797-810.000	INSURANCE & BONDS	2,000.00	750.00	0.00	1,250.00	37.50
297-797-818.500	AUDIT	600.00	170.00	0.00	430.00	28.33
297-797-961.000	MISCELLANEOUS	500.00	259.52	0.00	240.48	51.90
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	9,178.37	612.56	15,802.63	36.74
Dept 798 - CASTLE						
297-798-717.000	UNEMPLOYMENT INSURANCE	20.00	19.46	0.00	0.54	97.30
297-798-719.000	WORKERS' COMPENSATION	30.00	15.66	0.00	14.34	52.20
297-798-728.000	OPERATING SUPPLIES	1,000.00	469.43	0.00	530.57	46.94
297-798-810.000	INSURANCE & BONDS	750.00	375.00	0.00	375.00	50.00
297-798-920.000	UTILITIES	4,000.00	1,471.37	0.00	2,528.63	36.78
297-798-930.000	BUILDING MAINTENANCE	10,000.00	2,010.54	997.01	7,989.46	20.11
297-798-961.000	MISCELLANEOUS	300.00	60.08	0.00	239.92	20.03
Total Dept 798 - CASTLE		16,100.00	4,421.54	997.01	11,678.46	27.46
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	750.00	375.00	0.00	375.00	50.00
297-799-920.000	UTILITIES	4,500.00	381.50	0.00	4,118.50	8.48
297-799-930.000	BUILDING MAINTENANCE	5,000.00	4,933.30	244.55	66.70	98.67
297-799-930.200	BLDG MAINTENANCE	2,500.00	166.96	0.00	2,333.04	6.68
297-799-961.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
Total Dept 799 - GOULD HOUSE		13,250.00	5,856.76	244.55	7,393.24	44.20

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	12/31/2022	MONTH 12/31/2022	BALANCE	
Fund 297 - HISTORICAL FUND						
Expenditures						
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	500.00	179.22	0.00	320.78	35.84
Total Dept 800 - COMSTOCK/WOODARD		500.00	179.22	0.00	320.78	35.84
TOTAL EXPENDITURES		54,831.00	19,635.89	1,854.12	35,195.11	35.81
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	20,456.03	420.00	19,368.97	51.36
TOTAL EXPENDITURES		54,831.00	19,635.89	1,854.12	35,195.11	35.81
NET OF REVENUES & EXPENDITURES		(15,006.00)	820.14	(1,434.12)	(15,826.14)	5.47

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2022 TO 11/10/2022
 FUND: 297
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 11/10/2022
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	37,806.39	46,278.57	48,798.55
001.202	HC CHECKING ACCOUNT	1,321.66	9,141.45	212.05	10,251.06
004.000	PETTY CASH	100.00	0.00	0.00	100.00
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	<u>79,936.43</u>	<u>68,191.88</u>	<u>88,978.70</u>	<u>59,149.61</u>