



## **OWOSSO HISTORICAL COMMISSION**

### **MEETING AGENDA**

**June 12, 2023, at 6:00 pm at Owosso City Hall**

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve May 8, 2023 minutes

Motion to approve the June 12, 2023 agenda

#### **AGENDA ITEMS**

1. Gould House updates: discussion
2. Castle Chimney: expense approval
3. Castle 100<sup>th</sup> Anniversary: discussion
4. Home Tour 2024: discussion

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

May Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, July 10, 2023

Adjourn



**Regular Meeting of the Owosso Historical Commission**

**Minutes of May 8, 2023 – 6:00 P.M. at Owosso City Hall**

PRESIDING OFFICER: Chair Mark Erickson

MEMBERS PRESENT: Commissioners Elaine Greenway, Susan Osika, Lance Little, Robert Hooper, Bill Moull, and Vice Chair Deb Adams.

MEMBERS ABSENT: None.

OTHERS PRESENT: Amy Fuller and Denice Grace

CHAIR ERICKSON CALLED THE MEETING TO ORDER AT 6:02 P.M.

**APPROVE MINUTES – April 10, 2023**

Motion by Commissioner Little to approve minutes as presented, supported by Commissioner Moull.  
Passed by voice vote.

**APPROVE AGENDA – May 8, 2023**

Motion by Commissioner Adams to approve agenda as presented, supported by Commissioner Osika.  
Passed by voice vote.

**ITEMS OF BUSINESS**

August Meeting Date: There was discussion on the August meeting date. Motion by Hooper to move the August meeting to Tuesday, August 15 at 6:00 p.m.

- a. Supported by Commissioner Greenway.
- b. Passed by voice vote.

Home Tour 2024: Plans for the Home Tour were discussed, along with the need for a planning committee. It was discussed that Commissioner Hooper would chair the committee. The first meeting was scheduled for May 19<sup>th</sup> at City Hall. Motion by Moull to appoint Commissioners Osika, Hooper and Little to the Home Tour Committee.

- a. Supported by Commissioner Osika.
- b. Passed by voice vote.

Gould House Planting: The Commission received a \$3,743 grant for landscaping at the Gould House. The planting is scheduled for May 11-12. Plans for volunteers were discussed.

Name Tags: The Commission discussed ordering name tags for Commissioners to wear to upcoming events.

Motion by Little to have staff order name tags.

- a. Supported by Commissioner Greenway.
- b. Passed by voice vote.

Castle 100<sup>th</sup> Anniversary: Commissioner Adams shared updates on the 100<sup>th</sup> anniversary celebrations and presented a budget for the events. Motion by Hooper to authorize up to \$1,200 for banners/signs.

- a. Supported by Commissioner Moull.
- b. Passed by voice vote.

Motion by Little to authorize \$600 for the Princess Tea, \$300 for the Ice Cream Social and \$250 for the Roaring 20's Party.

- a. Supported by Commissioner Moull.
- b. Passed by voice vote.

#### **FINANCIAL REVIEW AND DISCUSSION:**

Amy Fuller provided a summary of the Revenue and Expense Report as well as the cash balance. Denice Grace shared the April Castle financial reports.

#### **PUBLIC COMMENT PERIOD**

None.

#### **COMMISSIONER COMMENTS**

None.

#### **ADJOURNMENT**

Commissioner Osika moved to adjourn the meeting. Commissioner Little supported. The voice vote was unanimous to adjourn the meeting at 7:48 P.M.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

PERIOD ENDING 05/31/2023

\*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	05/31/2023 NORMAL (ABNORMAL)	MONTH 05/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-643.000	SALES	2,000.00	3,471.00	704.00	(1,471.00)	173.55
297-000-665.000	INTEREST INCOME	25.00	1,301.72	261.28	(1,276.72)	5,206.88
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	0.00	1,009.00	0.00	(1,009.00)	100.00
297-000-667.100	RENTAL INCOME	16,800.00	13,020.00	1,400.00	3,780.00	77.50
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	11,000.00	16,932.00	947.00	(5,932.00)	153.93
297-000-674.200	DONATIONS	0.00	4,743.00	0.00	(4,743.00)	100.00
297-000-675.000	MISCELLANEOUS	0.00	50.00	0.00	(50.00)	100.00
297-000-692.100	APPROPRIATION OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
297-000-699.101	TRASFERS FROM GENERAL FUND	10,000.00	7,500.00	0.00	2,500.00	75.00
Total Dept 000 - REVENUE		39,825.00	48,026.72	3,312.28	(8,201.72)	120.59
TOTAL REVENUES		39,825.00	48,026.72	3,312.28	(8,201.72)	120.59
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	10,636.08	1,189.76	5,533.92	65.78
297-797-702.400	WAGES - SEASONAL	2,600.00	1,207.09	82.32	1,392.91	46.43
297-797-715.000	SOCIAL SECURITY (FICA)	1,436.00	906.00	97.32	530.00	63.09
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	47.00	11.59	0.00	35.41	24.66
297-797-719.000	WORKERS' COMPENSATION	53.00	32.72	0.00	20.28	61.74
297-797-728.000	OPERATING SUPPLIES	300.00	152.45	0.00	147.55	50.82
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	576.56	45.20	23.44	96.09
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	1,500.00	0.00	500.00	75.00
297-797-818.500	AUDIT	600.00	600.00	0.00	0.00	100.00
297-797-930.000	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
297-797-961.000	MISCELLANEOUS	500.00	438.52	20.00	61.48	87.70
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	16,473.51	1,434.60	8,507.49	65.94
Dept 798 - CASTLE						
297-798-702.200	WAGES	0.00	0.00	0.00	0.00	0.00
297-798-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	0.00	0.00	0.00	0.00	0.00
297-798-717.000	UNEMPLOYMENT INSURANCE	20.00	19.46	0.00	0.54	97.30
297-798-719.000	WORKERS' COMPENSATION	30.00	28.04	0.00	1.96	93.47
297-798-728.000	OPERATING SUPPLIES	1,000.00	1,374.85	0.00	(374.85)	137.49
297-798-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-798-920.000	UTILITIES	4,000.00	5,599.31	392.57	(1,599.31)	139.98
297-798-930.000	BUILDING MAINTENANCE	10,000.00	3,922.44	0.00	6,077.56	39.22
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE	0.00	133.48	133.48	(133.48)	100.00
297-798-961.000	MISCELLANEOUS	300.00	124.01	0.00	175.99	41.34
Total Dept 798 - CASTLE		16,100.00	11,951.59	526.05	4,148.41	74.23

PERIOD ENDING 05/31/2023

\*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	05/31/2023	MONTH 05/31/2023	BALANCE	
Fund 297 - HISTORICAL FUND						
Expenditures						
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-799-920.000	UTILITIES	4,500.00	2,805.11	264.81	1,694.89	62.34
297-799-930.000	BUILDING MAINTENANCE	5,000.00	6,516.96	0.00	(1,516.96)	130.34
297-799-930.200	BLDG MAINTENANCE	2,500.00	4,834.77	3,600.00	(2,334.77)	193.39
297-799-940.000	EQUIPMENT RENTAL	0.00	42.48	26.55	(42.48)	100.00
297-799-961.000	MISCELLANEOUS	500.00	12.50	0.00	487.50	2.50
Total Dept 799 - GOULD HOUSE		13,250.00	14,961.82	3,891.36	(1,711.82)	112.92
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	500.00	373.44	104.61	126.56	74.69
Total Dept 800 - COMSTOCK/WOODARD		500.00	373.44	104.61	126.56	74.69
TOTAL EXPENDITURES		54,831.00	43,760.36	5,956.62	11,070.64	79.81
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	48,026.72	3,312.28	(8,201.72)	120.59
TOTAL EXPENDITURES		54,831.00	43,760.36	5,956.62	11,070.64	79.81
NET OF REVENUES & EXPENDITURES		(15,006.00)	4,266.36	(2,644.34)	(19,272.36)	28.43

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO  
 FROM 07/01/2022 TO 06/07/2023  
 FUND: 297  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 06/07/2023
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	75,519.13	124,765.00	8,024.86
001.202	HC CHECKING ACCOUNT	1,321.66	11,132.97	10,592.01	1,862.62
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	51,261.99	0.00	51,261.99
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	<u>79,836.43</u>	<u>159,158.13</u>	<u>177,845.09</u>	<u>61,149.47</u>

## May 2015 - 2023 Curwood Castle Monthly Comparison

	<b>Adults</b>	<b>Children</b>	<b>Admissions</b>	<b>Gift Shop</b>	<b>Donations</b>	<b>Totals</b>
2015	290	207	\$1,647.00	\$260.00	\$34.00	\$1,941.00
2016	233	67	\$1,235.00	\$301.00	\$100.00	\$1,636.00
2017	190	64	\$969.00	\$134.00	\$0.00	\$1,103.00
2018	148	130	\$783.00	\$317.00	\$30.00	\$1,130.00
2019	299	234	\$1,121.00	\$360.00	\$45.00	\$1,526.00
2020						
2021	260	73	\$1,040.00	\$317.00	\$49.00	\$1,406.00
2022	216	46	\$1,196.00	\$551.00	\$7.00	\$1,754.00
2023	277	53	\$1,489.00	\$498.00	\$60.00	\$2,047.00

## May 2023 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash	Total
Blueprint T-Shirt child S	\$10.00				
Blueprint T-shirt child M	\$10.00				
Blueprint T-shirt Child L	\$10.00				
Blueprint T-shirt Child XL	\$10.00				
New T-Shirt - Adult S	\$10.00	1		\$10.00	
New T-Shirt - Adult M	\$10.00	1		\$10.00	
New T-Shirt - Adult Large	\$10.00	3	\$10.00	\$20.00	
New T-Shirt - Adult X Large	\$10.00	2	\$20.00		
New T-shirt Adult 2XL	\$12.00				
New T-Shirt - Adult 3XL	\$12.00	2	\$12.00	\$12.00	
Book- Bear - reprint	\$10.00				
Books -Vintage	\$12-\$20	21	\$184.00	\$92.00	
Book -My Adventure to Curwood Castle	\$10.00	2	\$20.00		
Coaster - Castle Great Room	\$4.00				
Coaster - Curwood statue	\$5.00				
Coaster - Curwood Statue	\$4.00				
Coaster Wooden	\$5.00	1		\$5.00	
Souvenir Book - Gray	\$5.00	8	\$20.00	\$20.00	
Souvenir Book- Yellow	\$5.00	1		\$5.00	
Glasses - Comstock Cabin	\$5.00				
Glasses - Curwood Home	\$5.00				
Glasses - Gould House	\$5.00				
Glasses - Curwood Castle	\$5.00				
DVD - The Bear	\$20.00				
Hats- Curwood Castle Black	\$15.00				
Postcards	\$1 / \$5	4	\$2.00	\$2.00	
Curwood Castle Teddy Bear	\$10.00				
Magnets - small	\$3.00	3		\$9.00	
Magnets - Large	\$5.00	1		\$5.00	
Mary Anderson Drawings	\$10.00	3	\$20.00	\$10.00	
Teddy Bear	\$10.00	1		\$10.00	
<b>TOTALS</b>			<b>\$288.00</b>	<b>\$210.00</b>	





## May 2023 Curwood Castle Financial Report

Admissions			Square		Cash			
Date	Adults	Kids	Admits	Gift Shop	Admits	Gift Shop	Donations	Deposits
5/1/2023								\$137.00
5/2/2023								
5/3/2023	7	2	\$14.00		\$25.00	\$23.00		
5/4/2023								
5/5/2023	15			\$21.00	\$81.00	\$35.00		
5/6/2023	16	2	\$64.00	\$10.00	\$30.00			
5/7/2023	14	1	\$12.00	\$12.00	\$60.00	\$24.00		
5/8/2023								
5/9/2023	4	1	\$7.00		\$15.00			
5/10/2023	2				\$10.00			
5/11/2023	5	2		\$30.00	\$29.00	\$3.00		
5/12/2023	11				\$55.00			
5/13/2023	22	1	\$72.00		\$54.00			
5/14/2023	19	9	\$16.00		\$62.00			
5/15/2023								
5/16/2023	4	4	\$12.00		\$28.00	\$24.00		
5/17/2023	10	2	\$12.00		\$42.00	\$40.00		
5/18/2023	7				\$35.00			
5/19/2023	6	2	\$14.00	\$32.00	\$20.00	\$12.00		
5/20/2023	18	2	\$30.00	\$12.00	\$64.00	\$5.00		
5/21/2023	25	1	\$35.00	\$10.00	\$92.00			
5/22/2023								
5/23/2023	8	1	\$27.00	\$32.00	\$15.00			
5/24/2023	8	2			\$37.00			
5/25/2023	13	1			\$67.00	\$24.00		
5/26/2023	7	2	\$29.00	\$10.00	\$10.00			
5/27/2023	36	9	\$61.00	\$95.00	\$137.00	\$5.00		
5/28/2023	7	3	\$7.00	\$24.00	\$34.00	\$5.00	\$60.00	
5/29/2023								
5/30/2023	6	4			\$38.00			
5/31/2023	7	2	\$10.00		\$27.00	\$10.00		
<b>Cash Totals</b>	<b>277</b>	<b>53</b>			<b>\$1,067.00</b>	<b>\$210.00</b>	<b>\$60.00</b>	<b>\$1,337.00</b>
<b>Credit totals</b>			<b>\$422.00</b>	<b>\$288.00</b>				<b>\$710.00</b>
								<b>\$2,047.00</b>