



## **OWOSSO HISTORICAL COMMISSION**

### **MEETING AGENDA**

**April 10, 2023, at 6:00 pm at Owosso City Hall**

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve March 13, 2023 minutes

Motion to approve the April 10, 2023 agenda

#### **AGENDA ITEMS**

1. Castle 100<sup>th</sup> Anniversary: update on upcoming events
2. Castle Repairs: review quotes for the exterior chimney work
3. Gould House Planting: review quotes and plans for May planting
4. Gould House Porch: discussion on repairing the east-facing porch
5. Curwood Festival Castle Admittance: discussion on the admittance fee during the Curwood Festival
6. Castle School and Daycare Pricing: discussion on pricing for Castle admission for schools and daycares
7. Indoor Weddings at the Castle: discussion on creating a policy for indoor weddings

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

March Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, May 8, 2023

Adjourn



### **Regular Meeting of the Owosso Historical Commission**

#### **Minutes of March 13, 2023 – 6:00 P.M. at Owosso City Hall**

PRESIDING OFFICER: Chair Mark Erickson

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

MEMBERS ABSENT: Commissioner Susan Osika

OTHERS PRESENT: Amy Fuller and Denice Grace

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

#### **APPROVE MINUTES – February 23, 2023**

Motion by Commissioner Hooper to approve minutes as presented, supported by Commissioner Little.

Passed by voice vote.

#### **APPROVE AGENDA – March 13, 2023**

Motion by Commissioner Adams to approve agenda as presented, supported by Commissioner Greenway.

Passed by voice vote.

#### **ITEMS OF BUSINESS**

##### **Budget report:**

Amy Fuller reviewed the current budget, current cash balance, outlined the city's budget process and made recommendations for the 2023-24 fiscal year budget to be submitted to the City Manager for recommendation to City Council.

Motion by Adams to accept the budget proposal.

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

##### **Castle 100<sup>th</sup> Anniversary:**

There was discussion on holding a roaring 20's party at the Shiawassee Conservation Club on Saturday, December 9, 2023.

Commissioner Adams shared that the Anniversary Committee had met with the Steam Railroading Institute to discuss a wine and cheese event. Discussion on the event followed. There was concern about the April date being so soon, participation, and out of pockets costs for the Commission. There was also discussion on the opening of Curwood Castle on March 14, at 1:00 p.m. for the 100<sup>th</sup> anniversary.

**PUBLIC COMMENT PERIOD**

*None.*

**COMMISSIONER COMMENTS**

Commissioner Erickson asked for the Home Tour to be added to the agenda soon and expressed his interest in beginning the planning process for the event.

**ADJOURNMENT**

Commissioner Little moved to adjourn the meeting. Commissioner Hooper supported. The voice vote was unanimous to adjourn the meeting at 7:22 P.M.

Respectfully submitted by:  
Amy Fuller, Assistant City Manager

PERIOD ENDING 03/31/2023

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-643.000	SALES	2,000.00	2,429.00	284.00	(429.00)	121.45
297-000-665.000	INTEREST INCOME	25.00	826.08	194.12	(801.08)	3,304.32
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	10,920.00	1,400.00	5,880.00	65.00
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	13,590.00	0.00	(2,590.00)	123.55
297-000-674.200	DONATIONS	0.00	1,000.00	0.00	(1,000.00)	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	GENERAL FUND TRANSFER	10,000.00	2,500.00	0.00	7,500.00	25.00
Total Dept 000 - REVENUE		39,825.00	32,324.08	1,878.12	7,500.92	81.17
TOTAL REVENUES		39,825.00	32,324.08	1,878.12	7,500.92	81.17
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	8,418.80	642.20	7,751.20	52.06
297-797-702.400	WAGES - SEASONAL	2,600.00	918.97	0.00	1,681.03	35.35
297-797-715.000	SOCIAL SECURITY (FICA)	1,436.00	714.34	49.13	721.66	49.75
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	47.00	10.84	0.00	36.16	23.06
297-797-719.000	WORKERS' COMPENSATION	53.00	32.72	0.00	20.28	61.74
297-797-728.000	OPERATING SUPPLIES	300.00	113.72	0.00	186.28	37.91
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	490.23	34.90	109.77	81.71
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	418.52	144.00	81.48	83.70
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	13,630.64	870.23	11,350.36	54.56
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	43.18	(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	4,637.23	646.46	(637.23)	115.93
297-798-930.000	BUILDING MAINTENANCE	10,000.00	3,792.44	650.00	6,207.56	37.92
297-798-961.000	MISCELLANEOUS	300.00	60.08	0.00	239.92	20.03
Total Dept 798 - CASTLE		16,100.00	10,662.10	1,339.64	5,437.90	66.22
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	1,902.71	374.26	2,597.29	42.28

## REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	BALANCE	
			(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Expenditures						
297-799-930.000	BUILDING MAINTENANCE	5,000.00	5,822.27	0.00	(822.27)	116.45
297-799-930.200	BLDG MAINTENANCE	2,500.00	1,125.92	485.00	1,374.08	45.04
297-799-961.000	MISCELLANEOUS	500.00	12.50	0.00	487.50	2.50
Total Dept 799 - GOULD HOUSE		13,250.00	9,613.40	859.26	3,636.60	72.55
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	500.00	268.83	0.00	231.17	53.77
Total Dept 800 - COMSTOCK/WOODARD		500.00	268.83	0.00	231.17	53.77
TOTAL EXPENDITURES		54,831.00	34,174.97	3,069.13	20,656.03	62.33
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	32,324.08	1,878.12	7,500.92	81.17
TOTAL EXPENDITURES		54,831.00	34,174.97	3,069.13	20,656.03	62.33
NET OF REVENUES & EXPENDITURES		(15,006.00)	(1,850.89)	(1,191.01)	(13,155.11)	12.33

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DB: Owosso

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO  
FROM 07/01/2022 TO 03/31/2023  
FUND: 297  
CASH AND INVESTMENT ACCOUNTS

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Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 03/31/2023
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	60,458.51	114,526.18	3,203.06
001.202	HC CHECKING ACCOUNT	1,321.66	10,262.97	10,505.68	1,078.95
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	50,789.97	0.00	50,789.97
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	79,836.43	142,755.49	167,519.94	55,071.98

### March 2023 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash
Blueprint T-Shirt child S	\$10.00			
Blueprint T-shirt child M	\$10.00	2	\$10.00	\$10.00
Blueprint T-shirt Child L	\$10.00			
Blueprint T-shirt Child XL	\$10.00			
New T-Shirt - Adult S	\$10.00			
New T-Shirt - Adult M	\$10.00	2		\$20.00
New T-Shirt - Adult Large	\$10.00			
New T-Shirt - Adult X Large	\$10.00	1	\$10.00	
New T-shirt Adult 2XL	\$12.00			
New T-Shirt - Adult 3XL	\$12.00	3		\$36.00
Book- Bear - reprint	\$10.00			
Books -Vintage	\$12-\$20	13	\$84.00	\$60.00
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 - Winter	\$4.00			
Souvenir Book - Gray	\$5.00	4		\$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	\$20.00	1		\$20.00
Postcards	\$1/ \$5	3		\$3.00
Curwood Castle Teddy Bear	\$10.00	1		\$10.00
Magnets - small	\$3.00	7		\$21.00
Magnets - Large	\$5.00	1		\$5.00
Mary Anderson Drawings	\$10.00			
Castle ornament	\$10.00	1	\$10.00	
<b>TOTALS</b>			<b>\$134.00</b>	<b>\$210.00</b>

### March 2023 Curwood Castle Financial Report

Date	Adults	Kids	Square		Cash		Donations	Deposits
			Admits	Gift Shop	Admits	Gift Shop		
3/14/2023	4		\$10.00		\$10.00	\$30.00		
3/15/2023	5	3	\$12.00		\$19.00	\$40.00		
3/16/2023								
3/17/2023	6			\$10.00	\$30.00			
3/18/2023	9	3	\$20.00	\$22.00	\$31.00	\$12.00		
3/19/2023	24	8	\$33.00		\$103.00	\$36.00		
3/20/2023								
3/21/2023	5	1		\$10.00	\$27.00	\$3.00		
3/22/2023								
3/23/2023	3	1			\$17.00			
3/24/2023	13	6	\$36.00		\$41.00	\$36.00		
3/25/2023	9				\$45.00			
3/26/2023	14	10		\$20.00	\$90.00	\$5.00		
3/27/2023								
3/28/2023	17	6	\$25.00	\$72.00	\$72.00	\$15.00		
3/29/2023	3	3			\$17.00	\$3.00		
3/30/2023	15	12	\$14.00		\$85.00	\$20.00		\$787.00
3/31/2023	7	4			\$43.00	\$10.00		
<b>Totals</b>	<b>134</b>	<b>57</b>	<b>\$150.00</b>	<b>\$134.00</b>	<b>\$630.00</b>	<b>\$210.00</b>		<b>\$840.00</b>

### March 2016,2017,2018, & 2023 Comparisons

	#Total Admits	Total Admits	Gift Shop	Donations
<b>2016</b>	93	\$333.00	\$238.00	\$15.00
<b>2017</b>	180	\$706.00	\$72.00	\$42.00
<b>2018</b>	95	\$537.00	\$382.00	
<b>2023</b>	191	\$780.00	\$344.00	