



OWOSSO HISTORICAL COMMISSION

November 10, 2025, at 6:00 p.m. at Owosso City Hall

Call to order:

Roll Call

Agenda and Minutes:

Motion to approve November 10, 2025, agenda

Motion to approve October 14, 2025, minutes

Agenda Items:

Officers

Home Tour

Committee Reports

Building and Grounds Committee:

Historic Appreciation Committee:

Time Traveler Committee:

Educating our Youth Committee:

Financial Report

Financial Reports by A. Fuller

Grant Report

Revenue & Expense Report

Castle Financial Report by D. Grace

Public Comment

Commissioner Comment

Next Meeting: Monday, December 8, 2025

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of October 14, 2025 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chairman Lance Little

MEMBERS PRESENT: Commissioners Elaine Greenway, Robert Hooper, and Debra Adams

MEMBERS ABSENT: Commissioners Christopher Owens and Steve Teich

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – September 8, 2025

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

Approved by voice vote

APPROVE AGENDA – October 14, 2025

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

Approved by voice vote

ITEMS OF BUSINESS

Architect for Curwood Castle repairs: Amy Fuller presented proposals from two architectural firms. Motion by Commissioner Adams to hire H2A Architects in the amount of \$20,600. Supported by Commissioner Hooper, passed by voice vote.

Owosso Time Traveler: Chairman Little updated the Commission on this project. He suggested creating a subcommittee that would work on the Owosso Time Traveler and reviewed both a project plan and a contract with Michigan Technological University. Motion by Commissioner Greenway to create a subcommittee for the Owosso Time Traveler. The motion was supported by Commissioner Hooper and passed by voice vote. Motion by Commissioner Greenway to approve the project plan. The motion was supported by Commissioner Hooper and passed by voice vote. The motion was made by Commissioner Adams to approve the contract with MTU with the addition of a clause stating that the Commission would not have to pay any facility or administrative fees. The motion was supported by Commissioner Hooper and passed by voice vote.

Transfer of Assessing Rolls: Amy Fuller shared that the Historic Appreciation Committee is recommending the transfer of the city's assessment rolls from 1183-1899 to the State of MI Archives. The State Archives has the capacity to store them safely and make them available for research. Motion by Commissioner Adams to transfer the records to the archives. The motion was supported by Commissioner Greenway and passed by voice vote.

Holidays at the Castle: The Commission set a date to decorate Curwood Castle (11/20 at 10 am), decided to purchase a new Christmas tree (Deb Adams is responsible), and discussed the holiday party. The annual event will take place on December 11 from 5:30 to 8:30. Denice Grace will create a flyer and Facebook event. Elaine Greenway will be responsible for food and beverages.

Storage Unit: The Commission set a date (10/29) to meet at their storage unit and sort items. They discussed finding an appropriate location for the two display cases they have and also discussed a possible future vintage sale. No decisions were made.

COMMITTEE REPORTS

Building and Grounds Committee: No updates other than the architect contract from items of business.

Historic Appreciation Committee: No updates other than the Time Traveler and transfer of assessment rolls from items of business.

The Home Tour Committee: No updates.

Educating our Youth Committee: Commissioner Adams discussed their most recent meeting.

FINANCIAL REPORTS:

Amy Fuller reviewed the Commission's revenue and expense report.

Denice Grace reported on the September numbers for Curwood Castle.

PUBLIC COMMENT PERIOD:

Denice Grace requested a volunteer to work at Comstock Cabin on 10/16 for a large group tour. Commissioner Adams volunteered.

COMMISSIONER COMMENTS

None

NEXT MEETING: Monday, November 10, 2025, 6:00 p.m.

ADJOURNMENT

Chairman Little adjourned the meeting at 7:50 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

PERIOD ENDING 11/30/2025

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2025	MONTH	11/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND							
Revenues							
Dept 000 - REVENUE							
297-000-643.000	SALES	3,000.00	4,782.20		0.00	(1,782.20)	159.41
297-000-665.000	INTEREST INCOME	10,000.00	2,124.75		0.00	7,875.25	21.25
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,000.00	0.00		0.00	1,000.00	0.00
297-000-674.100	PRIVATE DONATIONS	19,000.00	8,230.60		0.00	10,769.40	43.32
297-000-674.200	DONATIONS	0.00	1,004.00		0.00	(1,004.00)	100.00
297-000-699.101	TRANFERS FROM GENERAL FUND	21,500.00	5,375.00		0.00	16,125.00	25.00
Total Dept 000 - REVENUE		54,500.00	21,516.55		0.00	32,983.45	39.48
TOTAL REVENUES		54,500.00	21,516.55		0.00	32,983.45	39.48
Expenditures							
Dept 797 - HISTORICAL COMMISSION							
297-797-702.200	WAGES	19,500.00	7,105.43		0.00	12,394.57	36.44
297-797-715.000	SOCIAL SECURITY (FICA)	1,492.00	543.56		0.00	948.44	36.43
297-797-717.000	UNEMPLOYMENT INSURANCE	20.00	3.03		0.00	16.97	15.15
297-797-719.000	WORKERS' COMPENSATION	51.00	16.92		0.00	34.08	33.18
297-797-728.000	OPERATING SUPPLIES	200.00	100.00		0.00	100.00	50.00
297-797-729.000	FINANCIAL INSTITUTION FEES	1,200.00	288.43		48.45	911.57	24.04
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	1,100.50		0.00	(1,100.50)	100.00
297-797-810.000	INSURANCE & BONDS	3,172.00	1,567.12		0.00	1,604.88	49.40
297-797-818.500	AUDIT	608.00	0.00		0.00	608.00	0.00
297-797-930.000	BUILDING MAINTENANCE	2,400.00	960.00		0.00	1,440.00	40.00
297-797-961.000	MISCELLANEOUS	1,000.00	942.50		0.00	57.50	94.25
Total Dept 797 - HISTORICAL COMMISSION		29,643.00	12,627.49		48.45	17,015.51	42.60
Dept 798 - CASTLE							
297-798-702.200	WAGES	0.00	681.74		0.00	(681.74)	100.00
297-798-702.300	OVERTIME	0.00	78.80		0.00	(78.80)	100.00
297-798-715.000	SOCIAL SECURITY (FICA)	0.00	55.81		0.00	(55.81)	100.00
297-798-718.200	DEFINED CONTRIBUTION	0.00	27.95		0.00	(27.95)	100.00
297-798-719.000	WORKERS' COMPENSATION	0.00	35.35		0.00	(35.35)	100.00
297-798-728.000	OPERATING SUPPLIES	5,000.00	856.86		0.00	4,143.14	17.14
297-798-920.000	UTILITIES	5,425.00	1,764.61		227.65	3,660.39	32.53
297-798-930.000	BUILDING MAINTENANCE	10,000.00	2,825.25		2,425.25	7,174.75	28.25
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE	1,000.00	935.12		0.00	64.88	93.51
297-798-961.000	MISCELLANEOUS	0.00	46.50		0.00	(46.50)	100.00
297-798-976.000	BUILDING ADD & IMPROVEMENTS	0.00	13,458.72		0.00	(13,458.72)	100.00
Total Dept 798 - CASTLE		21,425.00	20,766.71		2,652.90	658.29	96.93
Dept 800 - COMSTOCK/WOODARD							
297-800-930.000	BUILDING MAINTENANCE	3,000.00	107.76		0.00	2,892.24	3.59
Total Dept 800 - COMSTOCK/WOODARD		3,000.00	107.76		0.00	2,892.24	3.59
TOTAL EXPENDITURES		54,068.00	33,501.96		2,701.35	20,566.04	61.96

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

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2025 (ABNORMAL)	MONTH 11/30/2025 (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 297 - HISTORICAL FUND									
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TOTAL REVENUES		54,500.00		21,516.55		0.00		32,983.45	39.48
TOTAL EXPENDITURES		54,068.00		33,501.96		2,701.35		20,566.04	61.96
NET OF REVENUES & EXPENDITURES		432.00		(11,985.41)		(2,701.35)		12,417.41	2,774.40

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 11/07/2025
297	HISTORICAL FUND	58,420.25	746,726.47	644,557.99	160,588.73

October 2015-2025 Curwood Castle Comparison Report

	Visitors	Admission	gift shop	donations	Totals
2015	189	\$769.00	\$150.00	\$29.00	\$948.00
2016	443	\$1,812.00	\$219.00	\$85.00	\$2,116.00
2017	640	\$2,055.00	\$748.00	\$61.00	\$2,864.00
2018	309	\$1,306.00	\$418.00	\$15.00	\$1,739.00
2019	237	\$1,002.00	\$267.00	\$34.00	\$1,303.00
2021	288	\$1,258.00	\$368.00	\$45.00	\$1,671.00
2022	345	\$1,589.00	\$427.00	\$60.00	\$2,076.00
2023	243	\$1,146.00	\$429.00	\$40.00	\$1,615.00
2024	323	\$1,477.00	\$173.00	\$59.00	\$1,709.00
2025	223	\$1,477.00	\$435.00	\$350.00	\$2,262.00

October 2025 Curwood Castle Gift Shop R

Item	Price	Number Sold
Blueprint T-shirt Child L	\$15.00	
New Castle T-Shirt - Adult S	\$15.00	
New Castle T-Shirt - Adult M	\$15.00	2
New Castle T-Shirt - Adult Large	\$15.00	2
New Castle T-Shirt - Adult X Large	\$15.00	1
New Castle T-Shirt - Adult 2XL	\$17.00	1
New Castle T-Shirt - Adult 3XL - 5 XL	\$17.00	
Book- Bear - reprint	\$12.00	
Book - Kazan - Reprint	\$12.00	2
Books -Vintage	\$12-\$20	16
Book -My Adventure to Curwood Castle	\$10.00	
Book - Mystery at Curwood Castle	\$10.00	1
Curwood Castle Ornament	\$10.00	
Curwood Castle Glass Block	\$10.00	
Coaster - Curwood Statue	\$4.00	
Souvenir Book - Gray	\$5.00	3
Glasses - Comstock Cabin	\$5.00	
Glasses - Curwood Home	\$5.00	1
Glasses - Gould House	\$5.00	
DVD - The Bear	\$20.00	
Postcards	\$1 / \$5	2
Curwood Castle Teddy Bear	\$10.00	
Mary Anderson Watercolor print	\$10.00	2
Richard Harsh Curwood Castle Park Drawing	\$10.00	
Castle magnets	\$5.00	9
Stickers	\$2.00	13
castle chocolates	\$4.00	1
TOTALS		56

Report

Square	Cash
\$15.00	\$15.00
\$30.00	
\$15.00	
	\$17.00
	\$24.00
\$72.00	\$120.00
	\$10.00
\$5.00	\$10.00
	\$5.00
	\$2.00
\$20.00	
\$10.00	\$35.00
\$10.00	\$16.00
	\$4.00
\$177.00	\$258.00

Curwood Castle Financial Report - October 2025

			Cash		Square			
Date	Adults	Kids	Admits	Gift Shop	Admits	Gift Shop	Donations	Deposits
10/1/2025	11	4	\$53.00	\$41.00	\$10.00			
10/2/2025	11	3	\$35.00	\$14.00	\$26.00			
10/3/2025	26	5	\$41.00	\$5.00	\$44.00			
10/4/2025	15	5	\$41.00		\$44.00			
10/5/2025	21	1	\$77.00	\$5.00	\$30.00	\$86.00		
10/6/2025								
10/7/2025	10		\$40.00	\$29.00	\$10.00			
10/8/2025	3	1	\$5.00	\$6.00	\$12.00			
10/9/2025	4		\$20.00					
10/10/2025	9		\$35.00		\$10.00			
10/11/2025	3		\$15.00				\$350.00	
10/12/2025	15	1	\$50.00	\$60.00	\$32.00			
10/13/2025								
10/14/2025	10		\$40.00	\$12.00	\$10.00	\$24.00		
10/15/2025	3	2	\$19.00	\$10.00		\$12.00		
10/16/2025	53		\$40.00	\$19.00	\$225.00			
10/17/2025	11	2	\$45.00		\$14.00			
10/18/2025	16		\$60.00	\$1.00	\$20.00	\$40.00		
10/19/2025	2	1	\$12.00	\$5.00				
10/20/2025								
10/21/2025	2		\$10.00					
10/22/2025	3	1	\$7.00	\$5.00	\$10.00			
10/23/2025	6	1	\$10.00		\$22.00	\$15.00		
10/24/2025	10		\$50.00	\$12.00				
10/25/2025	21	2	\$77.00	\$20.00	\$32.00			
10/26/2025	2		\$10.00	\$14.00				
10/27/2025								
10/28/2025	2		\$10.00					
10/29/2025	13	1	\$52.00		\$17.00			
10/30/2025	2		\$10.00					
10/31/2025	9		\$10.00		\$35.00			
Cash Total			\$874.00	\$258.00			\$350.00	\$1,482.00
Credit Total					\$603.00	\$177.00		\$780.00
Totals	293	30						\$2,262.00