



## **OWOSSO HISTORICAL COMMISSION**

### **MEETING AGENDA**

**February 13, 2023, at 6:00 pm at Owosso City Hall**

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve January 12, 2023 minutes

Motion to approve the February 13, 2023 agenda

#### **AGENDA ITEMS**

1. Castle 100<sup>th</sup> Anniversary
2. Paymaster Alarm System
3. Literature at Welcome Centers
4. Home Tour

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

December Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Adjourn



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

#### **Minutes of January 12, 2023 – 5:00 P.M. at Owosso City Hall**

PRESIDING OFFICER: Vice Chair Deb Adams

MEMBERS PRESENT: Commissioners Elaine Greenway, Susan Osika, Lance Little,

MEMBERS ABSENT: Chair Mark Erickson

OTHERS PRESENT: Amy Fuller, Assistant City Manager

VICE CHAIR ADAMS CALLED THE MEETING TO ORDER AT 5:02 P.M.

#### **APPROVE MINUTES – December 12, 2022**

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

Passed by voice vote.

#### **APPROVE AGENDA – January 12, 2023**

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

Passed by voice vote.

#### **ITEMS OF BUSINESS**

##### **Gould House Landscaping Grant:**

Amy Fuller summarized the grant application which Jayne Brown has volunteered to submit on behalf of the Commission for \$4,000 in landscaping at the Gould House.

Motion by Commissioner Osika to approve the grant application. Supported by Commissioner Little. Passed by voice vote.

#### **PUBLIC/COMMISSIONER COMMENT PERIOD**

Commissioner Little mentioned that the fence removal at the Gould House looks good.

There was discussion about adding the Home Tour to the February meeting agenda.

#### **ADJOURNMENT**

Commissioner Little moved to adjourn the meeting at 5:31 p.m. Commissioner Greenway supported. Passed by voice vote.

Respectfully submitted by:  
Amy Fuller, Assistant City Manager

DRAFT



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: February 2, 2023

TO: Owosso Historical Commission

FROM: Amy Fuller – Assistant City Manager

SUBJECT: Paymaster Alarm System

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The cellular communicator in the alarm system at the Paymaster building requires an update to continue communicating with EPS, the security company. The reason behind this is the cell phone carrier updating the towers from 4G to LTE. As a result, a new LTE-compatible device needs to be installed.

The current cost for the alarm system at the Paymaster Building is \$358.44 annually.

There are two cost options for this work:

1. One-time charge: The material cost is \$205+tax, and labor is calculated on how long it takes service staff to complete this work (estimated 3 hours).
2. An alternative option is to have Cellular Protection Service added. It's \$5 per month and covers the entire cost of this update as well as future cell updates as needed



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: February 3, 2023

TO: Owosso Historical Commission

FROM: Amy Fuller – Assistant City Manager

SUBJECT: Welcome Center Literature

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The Michigan Department of Transportation has invited the Commission to put Curwood Castle literature in the Clare, Dundee, Monroe, and New Buffalo highway welcome centers.

The Commission has a tri-fold brochure available but additional copies would need to be printed. The cost to have 2,000 full-color brochures printed is \$512. I reached out to Kim Springsdorf with the Shiawassee Convention and Visitors Bureau and they can contribute \$200 toward this, making the cost to the Commission \$312.



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: February 2, 2023

TO: Owosso Historical Commission

FROM: Amy Fuller – Assistant City Manager

SUBJECT: Owosso Home Tour

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**Background:** The Owosso Historical Commission held its first home tour on September 29, 1979. During the 1980s and 1990s home tours were usually held annually. Over the last 23 years, they have been held at different frequencies, with tours happening in 2000, 2005, 2007, 2013, 2014, 2015, and 2019. The COVID-19 pandemic paused home tour planning over the last several years.

Home tours have generally involved many volunteers, with the planning committee having anywhere from 10-20 people. The tours have included anywhere from 6-15 homes. They have also usually included churches and often a business or two.

There have been changes over time. During the 1980s tickets ranged from \$3-\$6, with them reaching \$10 in 2005 and \$20 most recently. Attendance has also varied, the home tours of 1979 and 1980 saw thousands of attendees while the more recent tours had hundreds of attendees. Over the years there has also been a variety of events as part of the home tour, including arts and craft fairs, canning demonstrations, collectible displays, a flea market, food and beverage stations at the Gould House, Fayette Square, and other locations along the route, quilting demonstrations, and even a Victorian funeral staged at one home.

Ticket sales, donations, and advertising sales have been the primary sources of revenue generated for the Historical Commission from home tours. Net income has varied considerably from year to year. In 1980, revenue was \$6,110.50, and expenses were \$1,733.79, making the income for the event \$4,376.71. In 1994, revenue was \$2,032, expenses \$1,157.10 for a net income of \$874.90. In 2014, revenue was \$5,575.36, and expenses were \$2,856.52, for a net of \$2718.84. I was able to review the file for every year except 2019. Based on the commission's financial reporting for that year, the home tour generated \$8,570.45 in revenue and had \$971.85 in expenses for a net income of \$7,598.60.

**Current:** At the December 12, 2022 meeting of the Owosso Historical Commission, Piper Brewer from the Shiawassee Arts Council (SAC) approached the Commission about holding a home tour in 2023 in partnership with the SAC. Commissioners Greenway and Little volunteered to work on the project. At the January 12, 2023 meeting of the Owosso Historic Commission, the Commission discussed waiting until 2024 to do a home tour, allowing them to focus on the 100<sup>th</sup> anniversary

of Curwood Castle this year. On January 26, 2023, Commissioner Greenway and I attended a meeting at the SAC with Piper and Cora Walby. I explained the Commission's desire to focus on the 100<sup>th</sup> anniversary of Curwood Castle this year and have a home tour in 2024. Commissioner Greenway asked if the SAC wants to have a home tour of their own this year and Piper said she would like to explore that option with the Commission.

**Questions to consider for the Commission:**

1. Does the Commission desire to continue holding home tours?
2. Is the Commission committed to holding a home tour in 2024? If so, which commissioners are serving on the planning committee?
3. Should the Commission continue to be the exclusive host organization for the home tour or is the Commission interested in partnership with an outside organization and thus sharing revenue?
4. Would the Commission support another organization taking over this event that has consistently generated revenue for the Commission?

### December 2022 Curwood Castle Financial Report

Date	Adults	Kids	Square		Donation	Cash		Donations	Deposits
			Admits	Gift Shop		Admits	Gift Shop		
12/1/2022	4		\$10.00			\$10.00			
12/2/2022	3	1	\$7.00			\$10.00	\$12.00		
12/3/2022	4					\$20.00	\$64.00	\$6.00	
12/4/2022	4	2	\$4.00	\$19.00		\$20.00			
12/5/2022									
12/6/2022	5	4				\$45.00	\$32.00		
12/7/2022									\$466.00
12/8/2022	33				\$90.00	\$495.00	\$24.00	\$555.00	
12/9/2022									
12/10/2022	12	1				\$62.00		\$180.00	
12/11/2022	11	4	\$39.00			\$24.00	\$22.00		
12/12/2022									
12/13/2022	4					\$20.00	\$17.00	\$110.00	
12/14/2022									
12/15/2022	1					\$5.00	\$10.00	\$60.00	
12/16/2022	3					\$15.00	\$15.00		
12/17/2022	14	6				\$82.00	\$12.00		
12/18/2022	17	3				\$91.00			
12/19/2022									
12/20/2022	1	2				\$9.00			
12/21/2022	6	3	\$12.00			\$24.00	\$6.00	\$100.00	
12/22/2022									
12/23/2022									
12/24/2022									
12/25/2022									
12/26/2022									
12/27/2022	22	2				\$114.00	\$10.00		
12/28/2022	3	1				\$17.00	\$20.00		
12/29/2022	3	1				\$17.00	\$24.00		
12/30/2022	4					\$20.00	\$10.00	\$48.00	
12/31/2022	9	4	\$17.00	\$36.00		\$36.00	\$12.00	\$4.00	
<b>Totals</b>	<b>163</b>	<b>34</b>	<b>\$89.00</b>	<b>\$55.00</b>	<b>\$90.00</b>	<b>\$1,136.00</b>	<b>\$290.00</b>	<b>\$1,063.00</b>	<b>\$2,489.00</b>

### December 2022 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash	
Book- Bear - reprint	\$12.00	7		\$72.00	
Books -Vintage	\$12-\$20	12	\$48.00	\$132.00	
Coaster - Curwood Statue	\$4.00	1	\$4.00		
Coaster - wooden	\$5.00	1		\$5.00	
Souvenir Book - Gray	\$5.00	6		\$30.00	
Postcards	\$1 / \$5	40	\$3.00	\$31.00	
Castle ornaments	\$10.00	2		\$20.00	
<b>TOTALS</b>			<b>\$55.00</b>	<b>\$290.00</b>	<b>\$345.00</b>

### Curwood Castle December Monthly Comparisons 2015 - 2022

	Admits	Admissions	Gift shop	Donations	Totals
<b>2015</b>	108	\$392.00	\$111.00	\$275.00	\$778.00
<b>2016</b>	117	\$417.00	\$88.00	\$103.00	\$608.00
<b>2017</b>	98	\$414.00	\$284.00	\$15.00	\$713.00
<b>2018</b>	836	\$796.00	\$532.00	\$55.00	\$1,383.00
<b>2019</b>	90	\$515.00	\$93.00	\$24.00	\$632.00
<b>2021</b>	109	\$493.00	\$240.00	\$76.00	\$809.00
<b>2022</b>	197	\$1,225.00	\$345.00	\$1,153.00	\$2,723.00



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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
PERIOD ENDING 12/31/2022  
% Fiscal Year Completed: 50.41

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

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2022	MONTH 12/31/2022	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	1,891.00	183.00	109.00	94.55
297-000-665.000	INTEREST INCOME	25.00	146.29	116.26	(121.29)	585.16
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	0.00	1,009.00	1,009.00	(1,009.00)	100.00
297-000-667.100	RENTAL INCOME	16,800.00	6,020.00	1,120.00	10,780.00	35.83
297-000-674.100	PRIVATE DONATIONS	11,000.00	11,232.00	384.00	(232.00)	102.11
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	22,848.29	2,812.26	16,976.71	57.37
TOTAL REVENUES		39,825.00	22,848.29	2,812.26	16,976.71	57.37
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	7,168.20	1,622.40	9,001.80	44.33
297-797-702.400	WAGES - SEASONAL	2,600.00	918.97	185.22	1,681.03	35.35
297-797-715.000	SOCIAL SECURITY (FICA)	1,436.00	618.67	138.29	817.33	43.08
297-797-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
297-797-719.000	WORKERS' COMPENSATION	53.00	23.49	6.23	29.51	44.32
297-797-728.000	OPERATING SUPPLIES	300.00	171.88	171.88	128.12	57.29
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	385.87	189.27	214.13	64.31
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	750.00	500.00	75.00
297-797-818.500	AUDIT	600.00	170.00	0.00	430.00	28.33
297-797-930.000	BUILDING MAINTENANCE	0.00	355.00	355.00	(355.00)	100.00
297-797-961.000	MISCELLANEOUS	500.00	407.36	147.84	92.64	81.47
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	12,131.94	3,566.13	12,849.06	48.56
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	21.89	6.23	8.11	72.97
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	750.00	375.00	0.00	100.00
297-798-920.000	UTILITIES	4,000.00	2,280.77	1,067.90	1,719.23	57.02
297-798-930.000	BUILDING MAINTENANCE	10,000.00	3,142.44	2,087.71	6,857.56	31.42
297-798-961.000	MISCELLANEOUS	300.00	60.08	0.00	239.92	20.03
Total Dept 798 - CASTLE		16,100.00	6,744.07	3,536.84	9,355.93	41.89
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	750.00	750.00	375.00	0.00	100.00
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	5,697.16	884.80	(697.16)	113.94
297-799-930.200	BLDG MAINTENANCE	2,500.00	265.92	98.96	2,234.08	10.64
297-799-961.000	MISCELLANEOUS	500.00	12.50	12.50	487.50	2.50
Total Dept 799 - GOULD HOUSE		13,250.00	7,107.08	1,371.26	6,142.92	53.64

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
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% Fiscal Year Completed: 50.41

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	26,162.31	8,474.23	28,668.69	47.71
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	22,848.29	2,812.26	16,976.71	57.37
TOTAL EXPENDITURES		54,831.00	26,162.31	8,474.23	28,668.69	47.71
NET OF REVENUES & EXPENDITURES		(15,006.00)	(3,314.02)	(5,661.97)	(11,691.98)	22.08

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CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO

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FROM 07/01/2022 TO 12/31/2022

FUND: 297

CASH ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	41,927.63	96,357.88	2,840.48
001.202	HC CHECKING ACCOUNT	1,321.66	9,735.44	401.32	10,655.78
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	40,112.59	0.00	40,112.59
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	79,836.43	113,019.70	139,247.28	53,608.85

# Shiawassee Community Foundation

## FY 2022 and Nov 2022

	<u>10/01/2021 - 09/30/2022</u>	<u>10/01/2022 - 11/30/2022</u>
<b>24-OWHIST - City of Owosso Historical Commission</b>		
<b>Non-Investment Revenue</b>		
Donor Contributions	\$21,244.04	\$0.00
Interfund Gifts	\$0.00	\$0.00
Admin Fee Revenue	\$0.00	\$0.00
Grant Refund Revenue	\$0.00	\$0.00
Misc. Income	\$0.00	\$0.00
	<u><b>\$21,244.04</b></u>	<u><b>\$0.00</b></u>
<b>Investment Activity</b>		
Interest/Dividends	\$0.00	(\$69.44)
Realized	\$0.00	\$0.00
Unrealized	\$0.00	\$2,538.93
	<u><b>\$0.00</b></u>	<u><b>\$2,469.49</b></u>
<b>Disbursements</b>		
Grants/Scholarships	\$0.00	\$0.00
Interfund Grants	\$0.00	\$0.00
Admin Fees	\$0.72	\$0.00
Investment Fees	\$0.00	\$17.16
Misc. Expense	\$0.00	\$0.00
<b>Total Transfers</b>	<u><b>\$0.72</b></u>	<u><b>\$17.16</b></u>
 <b>BEGINNING FUND BALANCE</b>	 <b>\$0.00</b>	 <b>\$21,243.32</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>\$21,243.32</b>	 <b>\$2,452.33</b>
 <b>ENDING FUND BALANCE</b>	 <u><u><b>\$21,243.32</b></u></u>	 <u><u><b>\$23,695.65</b></u></u>