



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

February 12, 2024, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve January 8, 2024 minutes

Motion to approve the February 12, 2024 agenda

AGENDA ITEMS

1. Gould House updates
2. Castle exterior cleaning
3. Curwood book inventory
4. Budget discussion
5. Home Tour 2024

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

Public Comment Period

Commissioner Comments

Next Meeting: Monday, March 11, 2024

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of January 8, 2024 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Amy Fuller, Assistant City Manager, and Denice Grace, Castle Docent

CHAIR ERICKSON CALLED THE MEETING TO ORDER AT 6:01 P.M.

APPROVE MINUTES – December 11, 2023

Motion by Commissioner Greenway to approve minutes as presented, supported by Commissioner Hooper.
Passed by voice vote.

APPROVE AGENDA – January 8, 2024

Motion by Commissioner Little to approve the agenda as presented, supported by Commissioner Hooper.
Passed by voice vote.

ITEMS OF BUSINESS

Deed Restriction: Amy Fuller presented City Attorney Gould's answers to questions asked at the previous meeting. Motion by Greenway to approve the Gould House deed restrictions with the following changes; add the carriage house, change 30 days to 45 days in bullet #2, and fix two small grammatical errors. Motion supported by Osika. Passed by voice vote.

Gould House Real Estate Professional: There was discussion on the proposals submitted. Motion by Little to recommend City Council hire the Ham Group, Realty for the sale of the Gould House. Motion supported by Commissioner Hooper. Passed by voice vote.

Gould House Inventory: Work dates were selected for Commissioners to continue inventorying the items in the Gould House. There was also discussion on having the carriage and sleigh displayed at DeVries. Amy Fuller was asked to start discussions with DeVries about this.

Pest Removal: Amy Fuller shared a quote of \$650 for removal of Powder Horn Beetles from Comstock Cabin (note, the agenda incorrectly said Paymaster Building). Motion by Osika to approve the expense. Motion supported by Moull. Passed by voice vote.

FINANCIAL REVIEW AND DISCUSSION:

Amy Fuller provided the most recent revenue and expense report.

Denice Grace shared the December financials for Curwood Castle. The Castle is now closed for the winter.

PUBLIC COMMENT PERIOD

None.

COMMISSIONER COMMENTS

None.

NEXT MEETING: Monday, February 12, 2024

ADJOURNMENT

Commissioner Moull moved to adjourn the meeting. Commissioner Osika supported. The voice vote was unanimous to adjourn the meeting at 6:57 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

PURE WINDOW WASHING

BID

Nate & Kim Baker
231-881-0012

Curwood Castle

natekimb1@gmail.com

1/31/24

6295 Marsh Rd.
Haslett, MI 48840

Description	Price
Window cleaning in/out	\$ 630
Scrubbing only whole castle	\$ 1,150
Total	\$1780

Please make check to:

Pure Window Washing

6295 Marsh Rd.

Haslett, MI 48840

Thanks Kim Baker

* Pure Window Washing INC will use the same method as in previous years to gently scrub the building and the windows. Due to the somewhat delicate material of the castle, Pure Window Washing is not responsible for leaks or any damages caused in the cleaning process.

Please sign and return the bid indicating you agree to the terms.

We look forward to working with you once again

Kim Baker

Pure Window Washing INC



MEMORANDUM

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

DATE: February 9, 2024
TO: Owosso Historical Commission
FROM: Amy Fuller, Assistant City Manager
SUBJECT: Curwood Book Inventory

RECOMMENDATION:

Staff recommends reviewing inventory levels for the Castle's Curwood book collection.

BACKGROUND:

The Castle's special collection of Curwood books (those not for sale) is considerably large while the gift shop copies have dwindled. The Castle Docent has suggested reviewing the special collection inventory and moving some into the gift shop. She has provided an inventory and suggestions for how many to keep of each book. For example, there are 15 copies of Green Timber in the special collection and none in the gift shop. It is suggested the Commission move 10 into the gift shop.

There are some books that are considered rare, staff is suggesting the Commission keep at least 7 of these and offer the others as part of the silent auction at the annual Christmas party with a minimum bid.

FISCAL IMPACTS:

Reviewing the inventory and moving some books into the gift shop will increase gift shop sales while still keeping at least five of each book in the special collection.

January 2024 James Oliver Curwood Book Inventory

Title	Special Collection	Gift shop copies	Display books	Total	Recommended Special Collection
The Alaskan	9	2	1	12	5
The Ancient Highway	9	1		10	5
Back to God's County	4	1	1	6	5
Baree, Son of Kazan	11	1		12	5
The Bear	5			5	5
Black Hunter	12	4	1	17	5
The Country Beyond	12	13	1	26	5
The Courage of Captain Plum	3			3	5
The Courage of Marge O'Doone	4	1		5	5
The Crippled Lady of Periboka	4	3		7	5
The Danger Trail	7	7	2	16	5
Faulkner of the Inland Seas	8	1		9	5
Flaming Forest	10	13		23	5
Flower of the North	6	7		13	5
Gentleman of Courage	7	7		14	5
The Glory of Living	7			7	7
God's Country and the Woman	6	2		8	5
God's Country: The Trail to Happiness	12			12	7
The Gold Hunters	8	3	2	13	5
The Golden Snare	6	14	2	22	5
The Great Lakes original	7			7	7
The Great Lakes Reprint	4			4	3
Green Timber	15			15	5
The Grizzly King	13	1		14	5
The Honor of the Big Snows	5	3	2	10	5
The Hunted Woman	5	1		6	5
Isabel	5			5	5
Kazan	8	1		9	5
Nomads of the North	8	6		14	5
Philip Steele of the Royal Mounted	7	11	1	19	5
The Plains of Abraham	4	7		11	5
The River's End	5	2	1	8	5
Son of the Forest	14			14	7
Swift Lightning	4		1	5	5
The Valley of Silent Men	10	22	3	35	5
The Wolf Hunters	5	1		6	5
Total	269	135	18	422	5

02/06/2024 01:40 PM
User: AKFuller
DB: Owosso

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2023 TO 02/06/2024
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 02/06/2024
297	HISTORICAL FUND	67,010.61	43,137.17	40,941.50	69,206.28

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		2023-24 AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)		
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000 - REVENUE					
297-000-540.000	STATE SOURCES	0.00	335.00	(335.00)	100.00
297-000-643.000	SALES	2,500.00	2,928.00	(428.00)	117.12
297-000-665.000	INTEREST INCOME	500.00	1,869.26	(1,369.26)	373.85
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,010.00	1,066.00	(56.00)	105.54
297-000-667.100	RENTAL INCOME	14,000.00	9,850.00	4,150.00	70.36
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	13,000.00	13,693.73	(693.73)	105.34
297-000-674.200	DONATIONS	1,000.00	1,650.86	(650.86)	165.09
297-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
297-000-699.101	TRANSFERS FROM GENERAL FUND	20,000.00	10,000.00	10,000.00	50.00
Total Dept 000 - REVENUE		52,010.00	41,392.85	10,617.15	79.59
TOTAL REVENUES		52,010.00	41,392.85	10,617.15	79.59
Expenditures					
Dept 797 - HISTORICAL COMMISSION					
297-797-702.200	WAGES	16,451.00	7,631.88	8,819.12	46.39
297-797-702.400	WAGES - SEASONAL	2,783.00	1,068.35	1,714.65	38.39
297-797-715.000	SOCIAL SECURITY (FICA)	1,472.00	665.55	806.45	45.21
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	0.00	3.57	(3.57)	100.00
297-797-719.000	WORKERS' COMPENSATION	52.00	27.07	24.93	52.06
297-797-728.000	OPERATING SUPPLIES	300.00	1,087.68	(787.68)	362.56
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	590.25	9.75	98.38
297-797-801.000	PROFESSIONAL SERVICES: ADMINIST	200.00	1,200.00	(1,000.00)	600.00
297-797-810.000	INSURANCE & BONDS	3,000.00	2,906.50	93.50	96.88
297-797-818.500	AUDIT	600.00	814.00	(214.00)	135.67
297-797-930.000	BUILDING MAINTENANCE	0.00	32.70	(32.70)	100.00
297-797-961.000	MISCELLANEOUS	500.00	500.00	0.00	100.00
297-797-974.000	SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		25,958.00	16,527.55	9,430.45	63.67
Dept 798 - CASTLE					
297-798-702.200	WAGES	0.00	0.00	0.00	0.00
297-798-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	0.00	0.00	0.00	0.00
297-798-717.000	UNEMPLOYMENT INSURANCE	12.00	2.38	9.62	19.83
297-798-718.200	SOCIAL SECURITY (FICA)	0.00	0.00	0.00	0.00
297-798-719.000	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00
297-798-728.000	OPERATING SUPPLIES	1,500.00	1,427.20	72.80	95.15
297-798-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-798-920.000	UTILITIES	4,858.00	2,301.65	2,556.35	47.38
297-798-930.000	BUILDING MAINTENANCE	9,750.00	6,801.58	2,948.42	69.76
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAI	0.00	645.79	(645.79)	100.00
297-798-961.000	MISCELLANEOUS	300.00	2.47	297.53	0.82
Total Dept 798 - CASTLE		16,420.00	11,181.07	5,238.93	68.09
Dept 799 - GOULD HOUSE					
297-799-702.300	OVERTIME	0.00	67.54	(67.54)	100.00
297-799-715.000	SOCIAL SECURITY (FICA)	0.00	5.15	(5.15)	100.00
297-799-716.100	HEALTH INSURANCE	0.00	0.15	(0.15)	100.00
297-799-716.400	LIFE INSURANCE	0.00	0.90	(0.90)	100.00
297-799-716.500	DISABILITY INSURANCE	0.00	0.53	(0.53)	100.00
297-799-718.200	DEFINED CONTRIBUTION	0.00	1.55	(1.55)	100.00
297-799-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-799-920.000	UTILITIES	3,717.00	1,803.03	1,913.97	48.51
297-799-930.000	BUILDING MAINTENANCE	5,000.00	4,501.36	498.64	90.03
297-799-930.200	BLDG MAINTENANCE	0.00	0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	0.00	459.14	(459.14)	100.00
297-799-961.000	MISCELLANEOUS	100.00	1,211.50	(1,111.50)	1,211.50
Total Dept 799 - GOULD HOUSE		8,817.00	8,050.85	766.15	91.31
Dept 800 - COMSTOCK/WOODARD					
297-800-930.000	BUILDING MAINTENANCE	500.00	227.33	272.67	45.47
Total Dept 800 - COMSTOCK/WOODARD		500.00	227.33	272.67	45.47

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		AVAILABLE		% BGD USED	
		AMENDED	BUDGET NORMAL	01/31/2024	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 297 - HISTORICAL FUND									
Expenditures									
TOTAL EXPENDITURES		51,695.00		35,986.80		15,708.20		69.61	
Fund 297 - HISTORICAL FUND:									
TOTAL REVENUES		52,010.00		41,392.85		10,617.15		79.59	
TOTAL EXPENDITURES		51,695.00		35,986.80		15,708.20		69.61	
NET OF REVENUES & EXPENDITURES		315.00		5,406.05		(5,091.05)		1,716.21	