



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

**OWOSSO HISTORICAL COMMISSION
MEETING AGENDA**

September 9, 2024, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve August 12, 2024 minutes

Motion to approve September 9, 2024 agenda

Agenda Items

1. Update from Denice Grace on her work cataloging Gould House items at City Hall
2. Budget Amendment and Capital Improvements
3. Home Tour Updates

Financial Report – A. Fuller

Castle Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, October 14, 2024

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of August 12, 2024 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Vice Chair Adams

MEMBERS PRESENT: Commissioners Elaine Greenway, Lance Little, Susan Osika, Bill Moull, and Robert Hooper

MEMBERS ABSENT: Chairman Erickson

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

APPROVE MINUTES – JUNE 11, 2024

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

Approved by voice vote

APPROVE AGENDA – AUGUST 12, 2024

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

Approved by voice vote

ITEMS OF BUSINESS

Curwood Painting: Commissioner Greenway brought a painting to be donated to the Commission. The Commission decided to use it as a silent auction item at their Christmas party.

Budget Amendment and Capital Improvements: Commissioners reviewed and ranked a list of improvements to Curwood Castle, Comstock Cabin and the Paymaster building. Amy Fuller will use this information to start working on a budget amendment for them with the revenue from the Gould House included. Immediate priorities include trimming the shrubs, cleaning the carpet in the Castle, cleaning the Paymaster Building and Comstock Cabin and hiring someone to clean Curwood Castle. **Motion by Commissioner Little to move forward with a quote for \$3,700 to paint the Paymaster Building. Support by Hooper. Approved by voice vote.**

Home Tour Updates: The Commission discussed the home tour. The Independent is unable to print the booklet so the Committee is getting quotes for printing. They also discussed how many docents are needed.

CASTLE REPORT:

Denice Grace reported on July numbers for Curwood Castle

PUBLIC COMMENT PERIOD

Amy Fuller shared a note and request from the Historical Society of Michigan for the Commission to become members. **Motion by Commissioner Little to join the Historical Society of Michigan. Support by Moull. Approved by voice vote.**

COMMISSIONER COMMENTS

Commissioner Greenway thanked everyone for a productive meeting

Commissioner Little agreed with Commissioner Greenway and said it was nice to go forward with a plan.

Commissioner Moull said he stopped by the Gould House and said hi to the new owners and that it is looking good.

Commissioner Osika asked if the weeds had been trimmed at the Castle. Amy Fuller answered that they had been.

NEXT MEETING: Monday, September 9, 2024

ADJOURNMENT

Commissioner Hooper moved to adjourn the meeting. Commissioner Osika supported. The voice vote was unanimous to adjourn the meeting at 7:25 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

Comstock Cabin:

Priority Level	Notes	
High	Needs regular maintenance	Water entering cabin around the chimney
High		Repair rotting wood
High		Find docents so building can be open
High		Add Christmas lights
Med		Have living history displays
Low		Add vegetable garden
Low	Shrubs were trimmed	Add or improve landscaping
Low	Lanterns were removed	Clean attic

Curwood Castle:

Priority Level	Notes	
High		There are signs of water damage on the first floor of the Castle.
Med		Repair damaged plaster
High	Shrubs were trimmed	Landscaping: The shrubs need trimmed
High		Gutters haven't been cleaned
High	Contractor hasn't provided insurance	Carpet needs cleaning, there are stains from the boiler breaking
Med		Windows need painted on exterior
High	Roofer contacted. We have extra shingles	There are a couple places shingles are missing
Med.	Robert to get quote	Air conditioning: It is unpleasant for visitors and staff in the summer months
Low		Top turret windows: there was a glaze applied to the glass and it is peeling off
High	Rec'vd quote	General cleaning: consider hiring a cleaning company at regular intervals
Low		Add displays that involve video and photography (add tv screens or computer monitors)
High		Fix Christmas lights
Med		Organize storage areas
High/Med	Clean+high, Renovate+med	Renovate kitchen
High	Bill to meet contractor	Consider replacing large box style exterior lighting
Med		Add a display to the 2 nd floor turret – conservation theme?
Med		Railings on stairs – something more secure

Paymaster:

High	Nicols painting will try to complete this fall – schedule is busy	The exterior needs painted before there is damage to the wood siding
High	Cleaning day was completed.	Interior needs cleaned
Low		This space could be opened if the exhibit space was worked on
High		Find docents to allow building to be open

Med	DPW to follow up with Sunburst on repairing water	Landscaping/gardens
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Other notes:

Need to create a maintenance plan.

09/06/2024 11:35 AM
User: AKFuller
DB: Owosso

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2023 TO 08/30/2024
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 08/30/2024
297	HISTORICAL FUND	67,010.61	74,697.56	99,158.22	42,549.95

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE	% BDGT USED
		2024-25 AMENDED BUDGET	08/31/2024 (ABNORMAL) NORMAL		
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000 - REVENUE					
297-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00
297-000-643.000	SALES	3,000.00	992.00	2,008.00	33.07
297-000-665.000	INTEREST INCOME	2,000.00	516.00	1,484.00	25.80
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00	0.00	1,066.00	0.00
297-000-667.100	RENTAL INCOME	2,800.00	0.00	2,800.00	0.00
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00	3,999.00	16,001.00	20.00
297-000-674.200	DONATIONS	11,650.00	300.00	11,350.00	2.58
297-000-675.000	MISCELLANEOUS	0.00	837.11	(837.11)	100.00
297-000-699.101	TRANSFERS FROM GENERAL FUND	17,500.00	0.00	17,500.00	0.00
Total Dept 000 - REVENUE		58,016.00	6,644.11	51,371.89	11.45
TOTAL REVENUES		58,016.00	6,644.11	51,371.89	11.45
Expenditures					
Dept 797 - HISTORICAL COMMISSION					
297-797-702.200	WAGES	15,331.00	2,631.61	12,699.39	17.17
297-797-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,173.00	201.32	971.68	17.16
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	25.00	2.81	22.19	11.24
297-797-719.000	WORKERS' COMPENSATION	61.00	8.65	52.35	14.18
297-797-728.000	OPERATING SUPPLIES	1,000.00	0.00	1,000.00	0.00
297-797-729.000	FINANCIAL INSTITUTION FEES	1,200.00	155.84	1,044.16	12.99
297-797-801.000	PROFESSIONAL SERVICES: ADMINIST	1,500.00	37.50	1,462.50	2.50
297-797-810.000	INSURANCE & BONDS	2,994.00	0.00	2,994.00	0.00
297-797-818.500	AUDIT	814.00	0.00	814.00	0.00
297-797-930.000	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00
297-797-961.000	MISCELLANEOUS	6,500.00	937.60	5,562.40	14.42
297-797-974.000	SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		30,598.00	3,975.33	26,622.67	12.99
Dept 798 - CASTLE					
297-798-702.200	WAGES	500.00	29.07	470.93	5.81
297-798-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	38.00	2.22	35.78	5.84
297-798-717.000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00
297-798-718.200	SOCIAL SECURITY (FICA)	0.00	1.74	(1.74)	100.00
297-798-719.000	WORKERS' COMPENSATION	32.00	2.75	29.25	8.59
297-798-728.000	OPERATING SUPPLIES	2,500.00	1,119.68	1,380.32	44.79
297-798-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-798-920.000	UTILITIES	6,436.00	523.01	5,912.99	8.13
297-798-930.000	BUILDING MAINTENANCE	4,000.00	33.23	3,966.77	0.83
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAI	1,000.00	347.26	652.74	34.73
297-798-961.000	MISCELLANEOUS	300.00	0.00	300.00	0.00
Total Dept 798 - CASTLE		14,806.00	2,058.96	12,747.04	13.91
Dept 799 - GOULD HOUSE					
297-799-702.300	OVERTIME	200.00	0.00	200.00	0.00
297-799-715.000	SOCIAL SECURITY (FICA)	15.00	0.00	15.00	0.00
297-799-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-799-716.400	LIFE INSURANCE	0.00	0.00	0.00	0.00
297-799-716.500	DISABILITY INSURANCE	0.00	0.00	0.00	0.00
297-799-718.200	DEFINED CONTRIBUTION	55.00	0.00	55.00	0.00
297-799-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-799-920.000	UTILITIES	3,559.00	349.59	3,209.41	9.82
297-799-930.000	BUILDING MAINTENANCE	4,000.00	31.82	3,968.18	0.80
297-799-930.200	BLDG MAINTENANCE	0.00	0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	500.00	36.81	463.19	7.36
297-799-961.000	MISCELLANEOUS	2,000.00	16,267.43	(14,267.43)	813.37
Total Dept 799 - GOULD HOUSE		10,329.00	16,685.65	(6,356.65)	161.54
Dept 800 - COMSTOCK/WOODARD					
297-800-930.000	BUILDING MAINTENANCE	2,000.00	107.76	1,892.24	5.39
Total Dept 800 - COMSTOCK/WOODARD		2,000.00	107.76	1,892.24	5.39

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		AVAILABLE		% BDT USED
		AMENDED	BUDGET NORMAL	08/31/2024	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 297 - HISTORICAL FUND								
Expenditures								
TOTAL EXPENDITURES		57,733.00		22,827.70		34,905.30		39.54
Fund 297 - HISTORICAL FUND:								
TOTAL REVENUES		58,016.00		6,644.11		51,371.89		11.45
TOTAL EXPENDITURES		57,733.00		22,827.70		34,905.30		39.54
NET OF REVENUES & EXPENDITURES		283.00		(16,183.59)		16,466.59		5,718.58