



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

March 13, 2023, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve February 13, 2023 minutes

Motion to approve the March 13, 2023 agenda

AGENDA ITEMS

1. Budget report – A. Fuller
2. Castle 100th Anniversary
 - a. Conservation Club Rental
 - b. Updates

Public Comment Period

Commissioner Comments

Adjourn



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Special Meeting of the Owosso Historical Commission

Minutes of February 23, 2023 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson
MEMBERS PRESENT: Commissioners Debra Adams, Elaine Greenway, Robert Hooper, and Lance Little
MEMBERS ABSENT: Commissioners Susan Osika and Bill Moull
OTHERS PRESENT: Amy Fuller and Denice Grace

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

APPROVE MINUTES – January 12, 2023

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

Passed by voice vote.

APPROVE AGENDA – February 23, 2023

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

Passed by voice vote.

ITEMS OF BUSINESS

Castle 100th Anniversary:

Commissioner Adams provided an update on the event planning for the 100th Anniversary of the Castle. The Castle will open early this year, on March 14, the day they broke ground 100 years ago.

Castle Repairs: Amy Fuller shared quotes for interior plaster repairs and painting at the Castle.

Motion by Commissioner Hooper to approve the quote from Nichols Painting. Supported by Commissioner Little. Passed by voice vote.

Paymaster Alarm System: Chairman Erickson reviewed the options for updating the alarm system at the Paymaster Building. Commissioner Hooper would like to review the alarm system contract.

Motion by Commissioner Hooper to add the \$5/month cellular service plan to the Paymaster Alarm Contract. Supported by Greenway. Passed by voice vote.

Literature at Welcome Center: Amy Fuller shared that MDOT invited the Commission to put Castle literature at Welcome Centers. The Shiawassee Convention and Visitors Bureau can contribute \$200 toward the printing of the literature. Commissioner Little asked if a QR code could be added.

Motion by Commissioner Hooper to approve spending \$312 on printing literature for MDOT Welcome Centers. Supported by Little. Passed by voice vote.

Home Tour: Chairman Erickson reviewed the Commission's 40+ years of Home Tour history. The Commission discussed when they wanted to host the next Home Tour.

Motion by Commissioner Adams that the Commission continue their traditional role as hosts and beginning planning for September 21, 2024. Supported by Commissioner Little. Roll call vote: ayes, Hooper, Little, Erickson, Adams, and Greenway. Nay: none.

PUBLIC/COMMISSIONER COMMENT PERIOD

Chairman Erickson thanked Commissioner Adams for her work on the 100th Anniversary.

Commissioner Hooper shared that is happy to be a new member of the Commission.

ADJOURNMENT

Commissioner Hooper moved to adjourn the meeting at 7:26 p.m. Commissioner Greenway supported. Passed by voice vote.

Respectfully submitted by:
Amy Fuller, Assistant City Manager



SHIAWASSEE CONSERVATION ASSOCIATION

Organized in 1907
4247 N. M-52, Owosso, MI 48867
989-725-7588



SHIAWASSEE CONSERVATION ASSOCIATION Facility Rental Agreement

User/Renter Name: _____

Event Date: _____

Setup Time: _____ Start Time: _____ End Time: _____

Contract

This contract sets forth the rules, regulations and fees governing the usage of the Shiawassee Conservation Association Facilities located at 4247 N. M-52, Owosso, MI 48867.

This agreement will be referred to as the facilities known as "The Club" and the undersigned as the "User".

1. Facilities:

- a. Hall (max capacity 130 people)
- b. Pavilion (max capacity 181 people)
- c. Game Room (max capacity 49 people)

Estimated Attendance - 100-130

User hires the premises for the dates and times as described above: User may not sign, sell, give away, or advertise for sale or assignment right to any other person. The Club shall not assign to any other without written consent to the undersigned User.

- 2. The User **MUST BE PRESENT** for the entire duration of the function. In the event of a wedding, an exception may be made at the discretion of the Facility Coordinator. If this were to occur, another individual would need to be documented on this contract as the person in charge.
- 3. Advanced deposit payment has to be made to The Club to hold said date. This deposit shall not be refunded to the User, except, when one of the honored couples of the wedding or anniversary passes away prior to the function. The Club may retain this deposit as liquidated damages for all other cancellations. All monies are to be paid by check, cash or credit/debit card. If paid by check, it must be written 10 days before event/party so it has sufficient time to clear the bank. If paying balance the day of the event/party, User must pay with cash or credit/debit card. No checks will be accepted on the day of the event/party.

SHIAWASSEE CONSERVATION ASSOCIATION

Facility Rental Agreement

4. All Users are required to pay a \$100 refundable fee that will be returned to the User via check within 10 business days. This fee will ONLY be refunded IF the facility has no damage and is fully cleaned. Cleaning includes but is not limited to: removing all decorations, sweep/vacuum, mopping (as appropriate), wiping tables, cold table emptied/wiped, all garbage emptied, and restrooms spot cleaned. All cleaning supplies and tools will be provided by The Club. Absolutely no party shall be allowed to come back the next day to clean up.
5. All setup and preparations must occur day of and will not be allowed the day before, with the only exception being a wedding or large banquet.
6. The User and all guests must be leaving the premises within 1 hour of the function concluding. All function setup, start and end times must be determined at least 6 weeks in advance. If you would like to extend the end time of your function day of, this may be accommodated at the discretion of the bartender/monitor. Regardless, the bar will stop serving at 12 midnight at any event/party in either the Hall or the Pavilion.
7. The facility rental price includes the use of our beverage machine and an individual to serve/monitor the function. If the User would like the option to have alcohol options, additional costs will occur.
8. The Banquet Hall – a banquet or wedding – shall be defined as any event at which The Club is hired to provide food at an additional cost to the User. Food at these functions shall be sold and served EXCLUSIVELY by The Club. No food or drink (except wedding cake) shall be brought on to the premises by the User or any guest/employee of the User. Furthermore, the parties agree to purchase under this agreement only the food that is prepared by The Club. The maximum capacity of the hall is 200 people.
 - a. The User shall retain The Club for banquet and wedding services. The menu must be determined no later than 8 weeks prior to the function.
 - b. The User shall inform The Club no later than 3 weeks in advance of any changes in the number of people who will be attending the function. If the User does not inform The Club, then the User shall pay full price for all servings previously ordered in cases where less than the projected number attending the function. If more than the projected number is served, the User shall also be liable for the additional servings at full price.
 - c. After food service has been completed, the User shall remove all desired food in User's own containers.
9. The Pavilion and Game Room shall be open for catering from an outside source or The Club for Food Only. ABSOLUTELY NO DRINKS OF ANY KIND, WITH THE EXCEPTION OF BOTTLED WATER shall be brought on the premises of the Shiawassee Conservation Association property. Anyone that violates will be asked to leave and the event that is being held will cease immediately. Renter and guests must stay inside the facility space rented and are not allowed in the bar area.
10. There is no use of the kitchen or any kitchen equipment during any parties with the exception only if the function is being catered exclusively by the Shiawassee Conservation Association. All parties/caterers are responsible for bringing their own utensils, dishes, etc. The kitchen will be locked and unavailable for use. Do not plan on having refrigeration space as it is not always available.

SHIAWASSEE CONSERVATION ASSOCIATION

Facility Rental Agreement

11. The User shall order special beverage requirements from The Club no later than 3 weeks prior to the function.
12. Beverages at all functions shall be sold and served exclusively by The Club. NO ALCOHOLIC BEVERAGES ARE TO BE TAKEN IN OR OUT OF ANY OF THE FACILITY. In the event that alcohol is being brought into the hall or pavilion, or being drank in the parking lot, the User's event/party will be immediately terminated without refund and assessed a \$500 fine at the monitor/bartender's discretion.
13. The Club shall provide bartenders to sell and serve all beverages at the bar. The Club will determine the number of bartenders necessary for the function. The User shall pay \$75 per bartender and \$50 per monitor/security person. This is determined based on estimated attendance.
14. No alcoholic beverages will be served or consumed by any minor under the age of 21, or any visibly intoxicated person. The Main Bartender has the right to close the bar and/or stop serving someone at their discretion.
15. ALL BAR CHARGES AND DAMAGES MUST BE PAID BY THE USER OR BY THEIR DESIGNEE AT THE CONCLUSION OF THE FUNCTION. This must be paid in full by cash or debit/credit card.
16. The User discharges The Club from any and all liabilities and claims arising from the service or consumption of wedding cakes and other like baked goods.
17. User will not take action or allow any activity which would render The Club's insurance thereon void or the insurance risk more hazardous.
18. The Club may cancel the Facility Agreement if for any reason the premises cannot be used on the date therein and all monies shall be promptly refunded to the User. However, no other damages shall be payable to the User.
19. The User shall comply with all applicable laws, rules and regulations, including all mandates of the fire department and the State Fire Marshall including the maximum occupancy of the Facility.
20. The Club shall not be liable to the User, User's employees, agents, visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the premises under the expressed or implied invitation of the User.
21. User releases and discharges The Club for all claims arising from or caused by any hazard covered by insurance on the premises or covered by insurance in connection with property on our activities conducted on the property of Shiawassee Conservation Association regardless of the cost, damage or loss.
22. The pricing sheet attached is part of this agreement and the pricing contained therein are also part of the agreement.
23. Must adhere to all Covid-19 regulations and guidelines at time of event.

SHIAWASSEE CONSERVATION ASSOCIATION
Facility Rental Agreement

Pricing List

non Profit

	Non Member	Member	Board/Officers/Life Members
Hall	\$450	\$400	\$350 **Price includes pop machine and server/monitor**
Pavilion	\$350	\$300	\$250
Game Room	\$200	\$150	\$100

At the discretion of Facility Coordinator/Bar Manager:

- Bartender \$75
- Monitor/Security \$50

All drinks must be purchased at the club. Cash Bar is optional.

- Tea or Lemonade - \$25 per 5gal *# 10.00 a piece*

Coffee \$10.00

Must use in house caterers when renting hall (may bring own food into game room and pavilion). We cook completely from scratch.

User Charges:

Facility Rental - *non-Profit*

Bartender(s) - *0*

Monitor/Security -

Refundable Cleaning Deposit - \$100 - *if we cleanup.*

Tea/Lemonade - *10.00 a piece*

Alcohol - *Cash*

Catering - *\$10.00 per person*

Payments:

Deposit -

Signature of User

Shiawassee Conservation Club Representative Signature

SHIAWASSEE CONSERVATION ASSOCIATION
Facility Rental Agreement

By signing below you are agreeing with the terms set forth by the Shiawassee Conservation Association. Please be sure that you have read and understand all the rules set forth before signing.

Thank you for considering our Facility for your event. We are hoping that you have a good experience and will consider us in the future.

Thank you,

Club Management

Signature of User

Printed Name of User

User Address

User Phone #

Shiawassee Conservation Club Representative Signature

Date

PERIOD ENDING 02/28/2023

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2023 (NORMAL (ABNORMAL))	MONTH 02/28/2023 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-643.000	SALES	2,000.00	2,145.00	0.00	(145.00)	107.25
297-000-665.000	INTEREST INCOME	25.00	631.96	234.16	(606.96)	2,527.84
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	9,520.00	1,400.00	7,280.00	56.67
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	1,000.00	(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	30,445.96	2,634.16	9,379.04	76.45
TOTAL REVENUES		39,825.00	30,445.96	2,634.16	9,379.04	76.45
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	7,776.60	216.32	8,393.40	48.09
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	665.21	16.54	770.79	46.32
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	10.84	36.16	23.06
297-797-719.000	WORKERS' COMPENSATION	53.00	32.72	9.23	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	455.33	37.14	144.67	75.89
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	274.52	0.00	225.48	54.90
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	12,760.41	290.07	12,220.59	51.08
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	6.15	1.96	93.47
297-798-728.000	OPERATING SUPPLIES	1,000.00	1,331.67	0.00	(331.67)	133.17
297-798-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-798-920.000	UTILITIES	4,000.00	3,990.77	633.33	9.23	99.77
297-798-930.000	BUILDING MAINTENANCE	10,000.00	3,142.44	0.00	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	9,322.46	639.48	6,777.54	57.90
Dept 799 - GOULD HOUSE						

PERIOD ENDING 02/28/2023

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2023	MONTH 02/28/2023	BALANCE	
Fund 297 - HISTORICAL FUND						
Expenditures						
297-799-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-799-920.000	UTILITIES	4,500.00	1,528.45	430.64	2,971.55	33.97
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	640.92	150.00	1,859.08	25.64
297-799-961.000	MISCELLANEOUS	500.00	12.50	0.00	487.50	2.50
Total Dept 799 - GOULD HOUSE		13,250.00	8,754.14	580.64	4,495.86	66.07
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	500.00	268.83	89.61	231.17	53.77
Total Dept 800 - COMSTOCK/WOODARD		500.00	268.83	89.61	231.17	53.77
TOTAL EXPENDITURES		54,831.00	31,105.84	1,599.80	23,725.16	56.73
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	30,445.96	2,634.16	9,379.04	76.45
TOTAL EXPENDITURES		54,831.00	31,105.84	1,599.80	23,725.16	56.73
NET OF REVENUES & EXPENDITURES		(15,006.00)	(659.88)	1,034.36	(14,346.12)	4.40

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2022 TO 02/28/2023
 FUND: 297
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 02/28/2023
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	59,058.51	111,491.95	4,837.29
001.202	HC CHECKING ACCOUNT	1,321.66	9,978.97	10,470.78	829.85
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	50,595.85	0.00	50,595.85
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	<u>79,836.43</u>	<u>140,877.37</u>	<u>164,450.81</u>	<u>56,262.99</u>