



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

May 8, 2023, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve April 10, 2023 minutes

Motion to approve the May 8, 2023 agenda

AGENDA ITEMS

1. August meeting date
2. Home Tour 2024
3. Gould House planting
4. Name tags
5. Castle 100th Anniversary: update on upcoming events

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller

April Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, June 12, 2023

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of April 10, 2023 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Amy Fuller, Denice Grace, and Jayne Brown

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

APPROVE MINUTES – March 13, 2023

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

Passed by voice vote.

APPROVE AGENDA – April 10, 2023

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

Passed by voice vote.

ITEMS OF BUSINESS

Castle 100th Anniversary: The Commission is planning an Ice Cream Social at the Gould House in September. Commissioner Osika requested a budget for the event. There was discussion about a tent, tables and chairs. Commissioner Greenway is considering hosting a wine and cheese fundraiser at her home in July. There was discussion on opening the Paymaster and Comstock Cabins for the event.

Castle Repairs: Amy Fuller shared contractor quotes to repair the exterior chimney on the Castle. Motion by Adams to hire Concrete Works.

- a. Supported by Commissioner Moull.
- b. Passed by voice vote.

Gould House Planting: The Commission has been awarded a \$3,743 MACC grant for the Gould House gardens. The planting plan and list of plants was discussed. The Commission will be looking for volunteers to help on May 11 and May 12. Motion by Little to purchase the plants on the plan.

- a. Supported by Commissioner Hooper.
- b. Passed by voice vote.

Gould House Porch: There was discussion on repairing the east-facing porch and adding handrails. Motion by Hooper to authorize staff to seek additional quotes and spend up to \$2,215 for the purchase of handrails.

- a. Supported by Commissioner Osika.
- b. Passed by voice vote.

Curwood Festival Castle Admittance: The Commission discussed offering a lower cost of admission for Curwood Castle during the Curwood Festival and the Moonlight Market. Motion by Osika to charge \$2 for adults and \$1 for children during these events.

- a. Supported by Commissioner Hooper.
- b. Passed by voice vote.

Castle School and Daycare Admittance: The Commission decided to continue to allow schools and daycares to tour the Castle at no charge.

Indoor Weddings: The Commission discussed creating a policy for small indoor weddings. Current rental rates for the Castle exist, it is \$250/hr. plus \$50 each additional hour.

FINANCIAL REVIEW AND DISCUSSION:

Amy Fuller provided a summary of the Revenue and Expense Report as well as the cash balance. Amy also provided an update on the city's budget process. Denice Grace shared the March Castle financial reports.

PUBLIC COMMENT PERIOD

None.

COMMISSIONER COMMENTS

Commissioner Greenway asked if everyone was alright with her adopting the Paymaster garden this spring.

ADJOURNMENT

Commissioner Hooper moved to adjourn the meeting. Commissioner Little supported. The voice vote was unanimous to adjourn the meeting at 7:42 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

PERIOD ENDING 04/30/2023

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

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	% BDGT USED
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-643.000	SALES	2,000.00	2,767.00	338.00	(767.00)	138.35
297-000-665.000	INTEREST INCOME	25.00	1,040.44	214.36	(1,015.44)	4,161.76
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	11,620.00	700.00	5,180.00	69.17
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	15,985.00	2,395.00	(4,985.00)	145.32
297-000-674.200	DONATIONS	0.00	4,743.00	3,743.00	(4,743.00)	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	7,500.00	5,000.00	2,500.00	75.00
Total Dept 000 - REVENUE		39,825.00	44,714.44	12,390.36	(4,889.44)	112.28
TOTAL REVENUES		39,825.00	44,714.44	12,390.36	(4,889.44)	112.28
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	16,170.00	9,446.32	1,027.52	6,723.68	58.42
297-797-702.400	WAGES - SEASONAL	2,600.00	1,124.77	205.80	1,475.23	43.26
297-797-715.000	SOCIAL SECURITY (FICA)	1,436.00	808.68	94.34	627.32	56.31
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	47.00	11.59	0.75	35.41	24.66
297-797-719.000	WORKERS' COMPENSATION	53.00	32.72	0.00	20.28	61.74
297-797-728.000	OPERATING SUPPLIES	300.00	152.45	38.73	147.55	50.82
297-797-729.000	FINANCIAL INSTITUTION FEES	600.00	531.36	41.13	68.64	88.56
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	418.52	0.00	81.48	83.70
297-797-974.000	SYSTEM IMPROVEMENTS	500.00	0.00	0.00	500.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		24,981.00	15,038.91	1,408.27	9,942.09	60.20
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	0.00	1.96	93.47
297-798-728.000	OPERATING SUPPLIES	1,000.00	1,374.85	0.00	(374.85)	137.49
297-798-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-798-920.000	UTILITIES	4,000.00	5,206.74	569.51	(1,206.74)	130.17
297-798-930.000	BUILDING MAINTENANCE	10,000.00	3,922.44	130.00	6,077.56	39.22
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
297-798-961.000	MISCELLANEOUS	300.00	124.01	63.93	175.99	41.34
Total Dept 798 - CASTLE		16,100.00	11,425.54	763.44	4,674.46	70.97

PERIOD ENDING 04/30/2023

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Expenditures						
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	750.00	750.00	0.00	0.00	100.00
297-799-920.000	UTILITIES	4,500.00	2,540.30	637.59	1,959.70	56.45
297-799-930.000	BUILDING MAINTENANCE	5,000.00	6,462.61	624.00	(1,462.61)	129.25
297-799-930.200	BLDG MAINTENANCE	2,500.00	1,234.77	108.85	1,265.23	49.39
297-799-940.000	EQUIPMENT RENTAL	0.00	15.93	15.93	(15.93)	100.00
297-799-961.000	MISCELLANEOUS	500.00	12.50	0.00	487.50	2.50
Total Dept 799 - GOULD HOUSE		13,250.00	11,016.11	1,386.37	2,233.89	83.14
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	500.00	268.83	0.00	231.17	53.77
Total Dept 800 - COMSTOCK/WOODARD		500.00	268.83	0.00	231.17	53.77
TOTAL EXPENDITURES		54,831.00	37,749.39	3,558.08	17,081.61	68.85
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		39,825.00	44,714.44	12,390.36	(4,889.44)	112.28
TOTAL EXPENDITURES		54,831.00	37,749.39	3,558.08	17,081.61	68.85
NET OF REVENUES & EXPENDITURES		(15,006.00)	6,965.05	8,832.28	(21,971.05)	46.42

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DB: Owosso

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
FROM 07/01/2022 TO 04/30/2023
FUND: 297
CASH AND INVESTMENT ACCOUNTS

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Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 04/30/2023
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	57,270.73	72,270.85	118,059.47	11,482.11
001.202	HC CHECKING ACCOUNT	1,321.66	10,629.97	10,546.81	1,404.82
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	51,000.99	0.00	51,000.99
005.100	HISTORICAL DISTRICT ENDOWMENT -	21,244.04	21,244.04	42,488.08	0.00
	HISTORICAL FUND	79,836.43	155,145.85	171,094.36	63,887.92

April 2023 Curwood Castle Financial Report

			Square			Cash			
Date	Adults	Kids	Admits	Gift Shop	Total	Admits	Gift Shop	Donations	Deposits
4/1/2023	23	4	\$31.00	\$12.00	\$43.00	\$92.00	\$3.00		\$53.00
4/2/2023	28	5	\$73.00		\$73.00	\$77.00	\$10.00		
4/3/2023									
4/4/2023	4	1	\$7.00	\$36.00	\$43.00	\$15.00	\$5.00		
4/5/2023									
4/6/2023	2					\$10.00			
4/7/2023									
4/8/2023	9	4				\$53.00	\$5.00		
4/9/2023									
4/10/2023									
4/11/2023	1					\$5.00	\$3.00		
4/12/2023	8					\$40.00			
4/13/2023							\$22.00		\$393.00
4/14/2023	18	2		\$33.00	\$33.00	\$94.00	\$42.00		
4/15/2023	38	12	\$52.00	\$42.00	\$94.00	\$164.00			
4/16/2023	21	12	\$10.00		\$10.00	\$124.00	\$13.00		
4/17/2023									
4/18/2023	2					\$10.00			
4/19/2023	4					\$20.00			
4/20/2023	5	1	\$5.00	\$12.00	\$17.00	\$22.00			
4/21/2023	4					\$20.00			
4/22/2023	25	1	\$20.00	\$10.00	\$30.00	\$112.00			
4/23/2023	14	3	\$17.00		\$17.00	\$50.00			
4/24/2023									
4/25/2023	0					\$0.00			
4/26/2023	9	1				\$45.00	\$10.00		
4/27/2023	19	1	\$7.00		\$7.00	\$90.00	\$20.00		\$1,186.00
4/28/2023	1			\$12.00	\$12.00	\$5.00			
4/29/2023	26	3	\$29.00		\$29.00	\$102.00			
4/30/2023	6					\$30.00			
Totals	267	50	\$251.00	\$157.00	\$408.00	\$1,180.00	\$133.00		\$1,313.00
3/18/2023	Event rental - ghost investigation								\$350.00
									\$1,663.00

April 2023 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash	Total
Blueprint T-Shirt child S	\$10.00				
Blueprint T-shirt child M	\$10.00				
Blueprint T-shirt Child L	\$10.00				
Blueprint T-shirt Child XL	\$10.00				
New T-Shirt - Adult S	\$10.00	3		\$30.00	
New T-Shirt - Adult M	\$10.00	1		\$10.00	
New T-Shirt - Adult Large	\$10.00	0	\$10.00	\$20.00	
New T-Shirt - Adult X Large	\$10.00	3	\$10.00	\$20.00	
New T-shirt Adult 2XL	\$12.00				
New T-Shirt - Adult 3XL	\$12.00				
Book- Bear - reprint	\$12.00	2	\$24.00		
Books -Vintage	\$12-\$20	9	\$84.00	\$24.00	
Book -My Adventure to Curwood Castle	\$10.00	1		\$10.00	
Coaster - Castle Great Room	\$4.00				
Coaster - Curwood statue	\$4.00				
Coaster - Curwood Statue	\$4.00	1	\$4.00		
Coaster - Winter	\$4.00				
Souvenir Book - Gray	\$5.00				
Souvenir Book- Yellow	\$5.00				
Glasses - Comstock Cabin	\$5.00				
Glasses - Curwood Home	\$5.00				
Glasses - Gould House	\$5.00				
Glasses - Curwood Castle	\$5.00				
DVD - The Bear	\$20.00				
Hats- Curwood Castle Black	\$15.00				
Postcards	\$1 / \$5	18	\$5.00	\$10.00	
Curwood Castle Teddy Bear	\$10.00	1	\$10.00		
Magnets - small	\$3.00	3		\$9.00	
Magnets - Large	\$5.00				
Mary Anderson Drawings	\$10.00				
Castle ornament	\$10.00	1	\$10.00		
TOTALS			\$157.00	\$133.00	\$290.00

April 2016 -2023 Curwood Castle Monthly Comparisons

	#Total Admits	Total Admits	Gift Shop	Donations	Totals
2016	93	\$333.00	\$238.00	\$15.00	\$586.00
2017	180	\$706.00	\$72.00	\$42.00	\$820.00
2018	95	\$537.00	\$382.00	\$0.00	\$919.00
2019	212	\$858.00	\$107.00	\$0.00	\$965.00
2020	0	\$0.00	\$0.00	\$0.00	\$0.00
2021	202	\$693.00	\$217.00	\$50.00	\$960.00
2022	216	\$974.00	\$313.00	\$40.00	\$1,327.00
2023	317	\$1,431.00	\$290.00	\$0.00	\$1,721.00
2024					