

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
October 15, 2019, 7:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:10 PM BY VICE CHAIRMAN DAVE ACTON.
- PRESENT:** Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Carolyn Ebert; Commissioner Mark Erikson; Commissioner Steven Flayer; Commissioner Elaine Greenway.
- ABSENT:** Commissioner Heather Jacobs; Commissioner Paul Rogers
Commissioner Jed Dingens-Resigned 9-9-2019.
- OTHERS PRESENT:** Josh Adams, DDA Director, Denice Grace, Curwood Castle Head Docent
- APPROVAL OF AGENDA:** Commissioner Ebert made a motion to amend the agenda to include:
New Business:
Introduction of Commissioner Steven Flayer
Pictures & Photo Newspaper Opportunities
Old Business:
Home Tour Recap
Motion Supported by Commissioner Erikson
Ayes all, motion carried.

APPROVAL OF SEPTEMBER, 2019 REVENUE AND EXPENDITURE REPORT:

No reports were available at this time for review. Financial Director at City offices will be contacted to obtain reports for future meetings.

CONSENT AGENDA: OHC Balance Sheet; OHC Check Register were not available for the Commissioner's review. Plans were discussed to have them available at future meetings.

A motion was made by Commissioner Flayer to approve the OHC September 9, 2019 Meeting Minutes with the correction noted under Citizen Comments: "now that he is retired, he would like to include" rather than "to like" and **September 23, 2019 Special Meeting Minutes. The motion supported by Commissioner Ebert.**
AYES ALL, MOTION CARRIED.

CITIZEN COMMENTS: None

COMMUNICATIONS: Commissioner Steven Flayer has been the Director of Shiawassee District Library for over 11 years. He was also a high school librarian for 30 years prior and had a career in the military. He has retired 2 times and is still working full time. He desires to serve on the board because the library also has a large Curwood Collection and is setting up an archival room. He desires to be a repository for anything to do with Shiawassee County History. Steve describes himself as a voracious reader, reading 15-20 books per month with a passion of the preservation of history.

OLD BUSINESS:

- **Job Description created by Office of Executive Director** – A job description has been developed for the Commissioners review. It a Fee for Service-1099 position. IRS guidelines were utilized to ensure adherence. Hours and times are not specified.

A **Functional Supervisor** from the Board of Commissioners will meet with the Executive Director weekly to monitor accountability to the job description. Documentation will be key in the position of Functional Supervisor. A probation period is not necessary due to the 30 days-notice to cancel contract by either parties.

Modifications discussed by Commissioners:

Light maintenance will be at the discretion of the Executive Director.

The term "Board" is referenced throughout the job description. It will be removed since OHC is a Commission.

A motion was made by Commissioner Erikson to approve the Job Description for the Executive Director as modified per discussion. The motion was seconded by Commissioner Greenway. AYES ALL, MOTION CARRIED.

- **Letter of Agreement from City** – None, City Manager, Henne, not present to discuss.
- **Decorating the Castle** – Commissioner Greenway will be sorting and tossing Christmas Decorations. She is spearheading the decorations. A volunteer, Jennifer Mahoney has eagerly agreed to assist with decorating. The date is set for Saturday, November 9th between 9:00 A.M. and Noon. Friends are encouraged to join the fun.
- **Christmas Party Preparation – 10 – 2 ft. Christmas Trees** will be decorated by area businesses for purchase as fund raiser. Mr. and Mrs. Santa Claus will arrive about 7:30 p.m. A few larger items will be auctioned live. An auctioneer is needed. Other items will be offered in a silent auction. Ideas were exchanged to encourage area children clubs to rake around the castle. Pizza will be purchased. A Poster Board Presentation of projects happening with Millage will be displayed. Josh Adams will assist with tickets and Flyers with logo. Commissioners are encouraged to seek unique items for silent auctions. The time will be adjusted to 5:30 p.m. to 8:30 p.m.
- **Progress on capital improvement bid packages** – No report
- **Home Tour Wrap Up** – Commissioner Greenway will host a reception at her home for the homeowner participants in the Home Tour. It will take place **Sunday, October 27, 2019** at 3:00 p.m. thru 5: 00 p.m. All commissioners are asked to attend with a bottle of wine would be appreciated. Invitations will be mailed to Homeowner Participants.

NEW BUSINESS:

- **Board Chairman Replacement** – Commissioner Greenway agreed to take on the position of Interim Chairman thru April 2020 OHC meeting.
A motion was made by Commissioner Flayer, Seconded by Commissioner Erikson to appoint Commissioner Greenway as Interim Chairman of the Owosso Historical Commission. AYES ALL, MOTION CARRIED.
- **Functional Supervisor of Executive Director Appointed – Vice Chairman Dave Acton**
- **Administrative supervisor of Executive Director – Nathan Henne, City Manager**
- **Pictures will be taken of Commission in front of Curwood Castle on Sunday October 20, 2019 at 3:00 p.m. to publish in newspapers.**
- **Denice Grace, Head Docent will be attending a Festival Conference.** Seminars will be available for nonprofit and fund raising. Her replacement is approved by Chairman Greenway. There will be no charge for her attendance.

ADJOURN: Commissioner Ebert motioned to adjourn at 8:50 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.