

OWOSSO HISTORICAL COMMISSION

Special Meeting Minutes

September 23, 2019, 6:00 PM Curwood Castle



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

- CALL TO ORDER:** **SPECIAL MEETING WAS CALLED TO ORDER AT 6:05 PM BY CHAIR CAROLYN EBERT**
- PRESENT:** **Chairman Carolyn Ebert; Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Elaine Greenway; Commissioner Heather Jacobs;**
- ABSENT:** **Commissioner Paul Rogers**
- OTHERS PRESENT:** **Nathan Henne, City Manager; Josh Adams, DDA Director; and Mark Erikson and Tom Williams from Nonprofit Network.**
- APPROVAL OF AGENDA:** **Commissioner Adams made a motion to approve the agenda, Motion Supported by Commissioner Acton. Ayes all, motion carried.**
- CITIZEN COMMENTS:** None
- COMMUNICATIONS:** None
- OLD BUSINESS:**
- Nathan Henne, City Manager, informed the Commission he does not recommend the City of Owosso entering into an agreement with Castle City Museums, 501c3 organization, to manage the operations of its properties. He desires to hire an Executive Director, with the guidance of Commissioners. Move forward staying with the City's Owosso Historical Commission while developing the nonprofits Financial Policies and stabilizing the nonprofit.
- The commission will coexist with Castle City Museums. The commission will not be dismantled per requirements of the City's Charter.
- Executive Director Job –**
- The budget of \$40,000 plus donations covers the salary of the Executive Director and Curwood Castle Docent, The next step is to develop a clear job description. The job description will determine hours required per week and the pay level afforded.
- The Office of the Executive Director will continue until Job Description is developed. The position will not be posted until the new job description is developed. However, discussion centered around establishing a contracted 1099 arrangement with an independent contractor. A draft of the job description will be ready by the next regular scheduled meeting.
- Priorities are to provide assistance for current employee docent, and do visible projects with the Millage Funds, such as Historical Owosso signs, Gould House signs and furnace at Gould House along with maintenance items at Gould House including porches and railings. Nathan Henne, will begin the bid process by developing a scope of work and council memos.
- ADJOURN: Commissioner Adams motioned to adjourn at 7:35 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.**