



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

May 12, 2025, at 6:00 p.m. at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve April 14, 2025, minutes

Motion to approve May 12, 2025, agenda

Agenda Items:

Historic Appreciation Committee

Air Conditioning

Financial Report

Revenue and Expense Report by A. Fuller

Castle Financial Report by D. Grace

Public Comment

Commissioner Comment

Next Meeting: Monday, June 9, 2025

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of April 14, 2025 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chairman Lance Little

MEMBERS PRESENT: Vice Chair Debra Adams, Commissioners Elaine Greenway, Christopher Owens, Steve Teich, Robert Hooper, and Bill Moull

MEMBERS ABSENT: None

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – MARCH 10, 2025

Motion by Commissioner Adams to approve the minutes as presented, supported by Commissioner Moull.

Approved by voice vote

APPROVE AGENDA – APRIL 14, 2025

Motion by Commissioner Owens to approve the agenda with the addition of the Home Tour as an item of business, supported by Commissioner Teich.

Approved by voice vote

ITEMS OF BUSINESS

Nonprofit Rental Rates for Curwood Castle: The Commission discussed offering special rates for nonprofits renting the Castle. Motion by Commissioner Teich to charge \$50/hr. for nonprofits, supported by Commissioner Owens. Approved by voice vote.

Building and Grounds Committee: The Commission discussed priorities for the Building and Grounds Committee. Commissioner Teich and Hooper volunteered to serve on the committee with Commissioner Owens as chair. Priorities were roof repairs, wall/plaster repair, exterior lights (color changing/LED), air conditioning, and a railing for the entry steps. Commissioner Owens reported that the Masons were planning a spring cleanup at the Castle.

Shiawassee Community Foundation Funds: There was discussion regarding adding additional funding to the Commissioner's endowment fund with the Shiawassee Community Foundation. Motion by Commissioner Teich

to put \$25,000 in the endowed funds and \$100,000 in the commission's spendable account, for a total of \$125,000. Supported by Commissioner Owens. Passed by voice vote.

Commission Bylaws: Chairman Little reviewed the Commission's bylaws and made suggestions for amendments to better align with the Commission's goals. Motion by Commissioner Owens to approve the bylaws as amended, supported by Commissioner Moull. Passed by voice vote.

Home Tour: Commissioner Greenway asked Commissioners Little and Teich to stay after the meeting to discuss the Home Tour

FINANCIAL REPORTS:

Amy Fuller reported on budget conversations with the City Manager and Finance Director and also reviewed the most recent revenue and expenditure report.

PUBLIC COMMENT PERIOD: Mayor Rob Teich congratulated the Commission on a great meeting and thanked Commissioners Chris Owens and Steve Teich for recently joining.

COMMISSIONER COMMENTS

Commissioner Greenway thanked everyone for a great meeting.

Commissioner Adams thanked Chairman Little for his work on the bylaws.

Chairman Little expressed his thanks for the Commission going through the strategic planning process.

NEXT MEETING: Monday, May 12, 2025, at 6:00 p.m.

ADJOURNMENT

Chairman Little adjourned the meeting at 7:12 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

Curwood Castle Financial Report - April 2025

			Cash			Square			
Date	Adults	Kids	Admits	Gift Shop	Donation	Admits	Gift Shop	Donations	Deposits
4/1/2024	6	4	\$13.00			\$40.00	\$55.00		
4/2/2024	4		\$7.00						
4/3/2024	2					\$10.00			
4/4/2024	8	4	\$41.00	\$8.00					
4/5/2024	13	10	\$75.00			\$50.00	\$17.00		
4/6/2024	4		\$5.00			\$20.00	\$10.00		
4/7/2024									
4/8/2024	6		\$50.00						
4/9/2024	2		\$10.00						
4/10/2024	5	1	\$37.00				\$24.00	\$6.00	
4/11/2024	12		\$70.00	\$17.00			\$27.00		
4/12/2024	53	3	\$253.00	\$45.00		\$100.00	\$12.00		
4/13/2024	11	2	\$80.00	\$22.00			\$12.00		
4/14/2024									
4/15/2024	6	2	\$30.00			\$20.00			
4/16/2024	3		\$20.00						
4/17/2024	8	2	\$20.00	\$5.00		\$15.00			
4/18/2024									
4/19/2024	20	5	\$125.00	\$17.00		\$30.00			
4/20/2024									
4/21/2024									
4/22/2024	14	6	\$60.00	\$17.00		\$20.00			
4/23/2024	12		\$57.00	\$22.00			\$12.00		
4/24/2024	7	3	\$36.00	\$64.00		\$7.00	\$12.00		
4/25/2024	5	3	\$35.00						
4/26/2024	17	12	\$68.00	\$5.00	\$300.00	\$14.00	\$39.00		
4/27/2024	20	2	\$123.00	\$10.00		\$10.00	\$29.00		
4/28/2024									
4/29/2024	4		\$20.00				\$12.00		
4/30/2024	3		\$10.00			\$5.00			
Cash Total			\$1,245.00	\$232.00	\$300.00				\$1,777.00
Credit Total						\$341.00	\$261.00	\$6.00	\$608.00
Totals	245	59							\$2,385.00

PERIOD ENDING 04/30/2025

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2025	MONTH	04/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND							
Revenues							
Dept 000 - REVENUE							
297-000-540.000	STATE SOURCES	0.00	0.00		0.00	0.00	0.00
297-000-643.000	SALES	3,000.00	2,698.00		396.00	302.00	89.93
297-000-665.000	INTEREST INCOME	3,000.00	2,606.67		189.82	393.33	86.89
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,134.00	1,134.00		0.00	0.00	100.00
297-000-667.100	RENTAL INCOME	0.00	0.00		0.00	0.00	0.00
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00		0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	19,775.00	14,138.00		1,309.00	5,637.00	71.49
297-000-674.200	DONATIONS	5,411.00	5,410.66		0.00	0.34	99.99
297-000-675.000	MISCELLANEOUS	1,000.00	1,001.96		0.00	(1.96)	100.20
297-000-699.101	TRANSFERS FROM GENERAL FUND	252,193.00	247,818.00		0.00	4,375.00	98.27
Total Dept 000 - REVENUE		285,513.00	274,807.29		1,894.82	10,705.71	96.25
TOTAL REVENUES		285,513.00	274,807.29		1,894.82	10,705.71	96.25
Expenditures							
Dept 797 - HISTORICAL COMMISSION							
297-797-702.200	WAGES	15,331.00	10,927.11		798.60	4,403.89	71.27
297-797-702.400	WAGES - SEASONAL	0.00	0.00		0.00	0.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,173.00	835.93		61.09	337.07	71.26
297-797-716.100	HEALTH INSURANCE	0.00	0.00		0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	15.00	6.30		0.00	8.70	42.00
297-797-719.000	WORKERS' COMPENSATION	61.00	32.61		2.31	28.39	53.46
297-797-728.000	OPERATING SUPPLIES	1,000.00	1,062.94		182.77	(62.94)	106.29
297-797-729.000	FINANCIAL INSTITUTION FEES	1,100.00	618.49		24.95	481.51	56.23
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	3,750.00	52.33		0.00	3,697.67	1.40
297-797-810.000	INSURANCE & BONDS	3,021.00	3,020.71		0.00	0.29	99.99
297-797-818.500	AUDIT	581.00	581.00		0.00	0.00	100.00
297-797-930.000	BUILDING MAINTENANCE	2,400.00	980.38		0.00	1,419.62	40.85
297-797-961.000	MISCELLANEOUS	3,005.00	3,510.25		0.00	(505.25)	116.81
297-797-974.000	SYSTEM IMPROVEMENTS	0.00	0.00		0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		31,437.00	21,628.05		1,069.72	9,808.95	68.80
Dept 798 - CASTLE							
297-798-702.200	WAGES	500.00	29.07		0.00	470.93	5.81
297-798-702.400	WAGES - SEASONAL	0.00	0.00		0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	38.00	2.22		0.00	35.78	5.84
297-798-717.000	UNEMPLOYMENT INSURANCE	0.00	0.00		0.00	0.00	0.00
297-798-718.200	SOCIAL SECURITY (FICA)	0.00	1.74		0.00	(1.74)	100.00
297-798-719.000	WORKERS' COMPENSATION	32.00	2.75		0.00	29.25	8.59
297-798-728.000	OPERATING SUPPLIES	2,500.00	2,401.88		0.00	98.12	96.08
297-798-810.000	INSURANCE & BONDS	0.00	0.00		0.00	0.00	0.00
297-798-920.000	UTILITIES	6,436.00	4,381.84		448.31	2,054.16	68.08
297-798-930.000	BUILDING MAINTENANCE	11,000.00	3,835.23		300.00	7,164.77	34.87
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE	1,000.00	607.02		25.90	392.98	60.70
297-798-961.000	MISCELLANEOUS	300.00	0.00		0.00	300.00	0.00
Total Dept 798 - CASTLE		21,806.00	11,261.75		774.21	10,544.25	51.65

PERIOD ENDING 04/30/2025

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2025	MONTH	04/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND							
Expenditures							
Dept 799 - GOULD HOUSE							
297-799-702.300	OVERTIME	0.00	0.00		0.00	0.00	0.00
297-799-715.000	SOCIAL SECURITY (FICA)	0.00	0.00		0.00	0.00	0.00
297-799-716.100	HEALTH INSURANCE	0.00	0.00		0.00	0.00	0.00
297-799-716.400	LIFE INSURANCE	0.00	0.00		0.00	0.00	0.00
297-799-716.500	DISABILITY INSURANCE	0.00	0.00		0.00	0.00	0.00
297-799-718.200	DEFINED CONTRIBUTION	0.00	0.00		0.00	0.00	0.00
297-799-810.000	INSURANCE & BONDS	0.00	0.00		0.00	0.00	0.00
297-799-920.000	UTILITIES	350.00	349.59		0.00	0.41	99.88
297-799-930.000	BUILDING MAINTENANCE	32.00	31.82		0.00	0.18	99.44
297-799-930.200	BLDG MAINTENANCE	0.00	0.00		0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	37.00	36.81		0.00	0.19	99.49
297-799-961.000	MISCELLANEOUS	2,000.00	960.00		0.00	1,040.00	48.00
Total Dept 799 - GOULD HOUSE		2,419.00	1,378.22		0.00	1,040.78	56.97
Dept 800 - COMSTOCK/WOODARD							
297-800-930.000	BUILDING MAINTENANCE	4,200.00	433.28		0.00	3,766.72	10.32
Total Dept 800 - COMSTOCK/WOODARD		4,200.00	433.28		0.00	3,766.72	10.32
TOTAL EXPENDITURES		59,862.00	34,701.30		1,843.93	25,160.70	57.97
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		285,513.00	274,807.29		1,894.82	10,705.71	96.25
TOTAL EXPENDITURES		59,862.00	34,701.30		1,843.93	25,160.70	57.97
NET OF REVENUES & EXPENDITURES		225,651.00	240,105.99		50.89	(14,454.99)	106.41

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2024 TO 05/09/2025
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 05/09/2025
297	HISTORICAL FUND	58,420.25	564,157.82	324,655.61	297,922.46

April 2016 -2025 Curwood Castle Monthly Comparisons

	#Total Admits	Total Admits	Gift Shop	Donations/Rentals	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	239	\$1,072.00	\$406.00	\$21.00	\$1,499.00
2025	304	\$1,586.00	\$493.00	\$306.00	\$2,385.00

April admission comparisor	Adults	Children	Admission
2025 Admission - donation	245	59	\$1,586.00
2025 Admission - set price	245	59	\$1,343.00
difference			\$243.00

April 2025 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash
Blueprint T-shirt Child L	\$15.00			
New Castle T-Shirt - Adult S	\$15.00			
New Castle T-Shirt - Adult M	\$15.00	2	\$30.00	
New Castle T-Shirt - Adult Large	\$15.00	1		\$15.00
New Castle T-Shirt - Adult X Large	\$15.00	4	\$30.00	\$30.00
New Castle T-Shirt - Adult 2XL	\$17.00	1		\$17.00
New Castle T-Shirt - Adult 3XL - 5 XL	\$17.00	2	\$17.00	\$17.00
Book- Bear - reprint	\$12.00	1	\$12.00	
Book - Kazan - Reprint	\$12.00	1	\$12.00	
Books -Vintage	\$12-\$20	13	\$120.00	\$52.00
Book -My Adventure to Curwood Castle	\$10.00			
Book - Mystery at Curwood Castle	\$10.00	1	\$10.00	\$10.00
Curwood Castle Ornament	\$10.00			
Curwood Castle Glass Block	\$10.00			
Coaster - Curwood Statue	\$4.00			
Souvenir Book - Gray	\$5.00	4	\$10.00	\$10.00
Glasses - Comstock Cabin	\$5.00	4	\$5.00	\$15.00
Glasses - Curwood Home	\$5.00			
Glasses - Gould House	\$5.00			
DVD - The Bear	\$20.00			
Postcards	\$1 / \$5	14		\$14.00
Curwood Castle Teddy Bear	\$10.00	2	\$10.00	\$10.00
Mary Anderson Watercolor print	\$10.00			
Richard Harsh Curwood Castle Park Drawing	\$10.00	2		\$20.00
Castle magnets	\$5.00	5	\$5.00	\$20.00
Christmas postcards	\$1.00	2		\$2.00
credit card totals			\$261.00	
cash totals				\$232.00
TOTALS		59	\$493.00	