



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

October 15, 2024, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve September 9, 2024 minutes

Motion to approve October 15, 2024 agenda

Agenda Items

1. Chair/Vice Chair Appointments
2. Home Tour Finance Recap
3. Inventory Work
4. Amos Gould Portrait
5. Christmas at the Castle
 - a. Party
 - b. Decorating

Financial Report and Budget – A. Fuller

Castle Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: Monday, November 11, 2024

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of September 9, 2024 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Vice Chair Adams

MEMBERS PRESENT: Commissioners Elaine Greenway, Lance Little (6:23), Susan Osika, Bill Moull, and Robert Hooper

MEMBERS ABSENT: Chairman Erickson

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

APPROVE MINUTES – August 12, 2024

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

Approved by voice vote

APPROVE AGENDA – September 9, 2024

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

Approved by voice vote

ITEMS OF BUSINESS

Update on Inventorying Gould House items: Amy Fuller reminded the Commission that the photos, books, and documents from the Gould House have been stored in an upstairs conference room at City Hall while furniture, dishes, and other items were stored in a temperature controlled storage unit the Commission rents. Amy also stated that Denice Grace, Castle Docent has spent the last several months cataloging the items at City Hall. Denice spoke to the Commission about her work. She stated that she has been spending 2 hours a week at City Hall and has inventoried 568 items, she estimates she is about $\frac{3}{4}$ of the way done.

Budget Amendment and Capital Improvements: Commissioners reviewed an updated list of improvements to Curwood Castle, Comstock Cabin and the Paymaster building. Amy Fuller will use this information to start working on a budget amendment. Amy also shared that a cleaning day was held and the Paymaster building and Comstock Cabin attic had been cleaned. It was decided Commission Moull would get quotes for lighting, Adams will research Christmas lights, Hooper to get quotes for air conditioning, and Greenway to work on landscaping at the Paymaster Building. **Motion by Commissioner Osika to move forward with a quote for \$400 to clean**

Curwood Castle followed by \$150 monthly during the months the Castle is open. Support by Hooper. Approved by voice vote.

Home Tour Updates: Commissioner Osika provided an update on the Home Tour. Yard signs for the Home Tour were passed out.

FINANCIAL REPORT & CASTLE REPORT:

Amy Fuller hired a landscaper to trim the shrubs and paid for membership with the Historical Society of Michigan as requested at the August meeting. She will provide a draft budget amendment with the projects discussed earlier for review at the October meeting.

Denice Grace reported on August numbers for Curwood Castle

PUBLIC COMMENT PERIOD

None.

COMMISSIONER COMMENTS

Commissioner Osika notified everyone that her term as Council Representative would be complete in November. She also reminded them that the bylaws state they should select a chair and vice-chair at the October meeting.

Commissioner Little discussed the need to start planning for the future and looking forward. There was discussion from other Commissioners supporting this idea. **Motion by Commissioner Little to look for grant funding and include strategic planning in the budget amendment. Supported by Hooper. Approved by voice vote.**

NEXT MEETING: Tuesday, October 15, 2024

ADJOURNMENT

Commissioner Hooper moved to adjourn the meeting. Commissioner Moull supported. The voice vote was unanimous to adjourn the meeting at 7:06 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

September 2015 - 2024 Castle Monthly Comparison Report

	Visitors	Revenue	gift shop	donations	totals
2015	241	\$997.00	\$263.50	\$65.00	\$1,325.50
2016	409	\$1,202.00	\$188.00	\$60.00	\$1,450.00
2017	222	\$1,022.00	\$492.00	\$350.68	\$1,864.68
2018	486	\$1,057.00	\$454.00	\$45.00	\$1,556.00
2019	468	\$965.00	\$297.00	\$80.00	\$1,342.00
2020					
2021	309	\$1,367.00	\$479.00	\$85.00	\$1,931.00
2022	362	\$1,526.00	\$256.00	\$516.00	\$2,298.00
2023	445	\$2,045.00	\$557.00	\$570.73	\$3,172.73
2024	333	\$1,587.00	\$299.00	\$618.00	\$2,504.00

September 2024 Curwood Castle Financial Report

Date	Square		Cash			Home Tour	Donations	Totals		
			Admits	Gift Shop	Home Tour					
9/1/2024	23	9	\$70.00	\$10.00		\$63.00	\$5.00			
9/2/2024										
9/3/2024	10		\$7.00			\$45.00				
9/4/2024	9		\$15.00			\$30.00				
9/5/2024	6		\$5.00			\$25.00				
9/6/2024	10					\$50.00	\$30.00			
9/7/2024	17		\$25.00	\$12.00		\$60.00	\$5.00			
9/8/2024	8					\$40.00	\$5.00			
9/9/2024										
9/10/2024	21		\$10.00			\$95.00				
9/11/2024	9		\$32.00			\$20.00				
9/12/2024	5					\$25.00				
9/13/2024	10					\$50.00	\$5.00			
9/14/2024	29	4	\$48.00	\$12.00		\$105.00	\$17.00			
9/15/2024	9	1				\$47.00				
9/16/2024										
9/17/2024	6	1				\$32.00				
9/18/2024	4		\$10.00			\$10.00				
9/19/2024	13		\$35.00			\$30.00				
9/20/2024	6				\$50.00	\$30.00				
9/21/2024	31	5	\$40.00	\$68.00	\$425.00	\$125.00	\$64.00	\$100.00		
9/22/2024	8	2	\$17.00	\$34.00		\$27.00				
9/23/2024										
9/24/2024										
9/25/2024	13					\$65.00				
9/26/2024	6		\$10.00			\$20.00	\$12.00			
9/27/2024	11		\$30.00			\$25.00				
9/28/2024	27	4	\$75.00			\$68.00	\$20.00			
9/29/2024	13	3	\$7.00			\$64.00		\$43.00		
9/30/2024										
CashTotals	304	29				\$1,151.00	\$163.00	\$100.00	\$43.00	\$1,457.00
Credit total			\$436.00	\$136.00	\$475.00					\$1,047.00
Total										\$2,504.00

September 2024 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	1		\$10.00	
New T-Shirt - Adult S	\$10.00				
New T-Shirt - Adult M	\$10.00				
New T-Shirt - Adult Large	\$10.00				
New T-Shirt - Adult X Large	\$10.00				
New T-shirt Adult 2XL	\$12.00				
New T-Shirt - Adult 3XL	\$12.00				
Book- Bear - reprint	\$10.00	1	\$12.00		
Books -Vintage	\$12-\$20	13	\$104.00	\$68.00	
Book -My Adventure to Curwood Castle	\$10.00				
Coaster - Castle Great Room	\$4.00				
Coaster - Curwood statue	\$5.00				
Coaster - Curwood Statue	\$4.00				
Coaster - Winter	\$4.00				
Souvenir Book - Gray	\$5.00	4	\$5.00	\$15.00	
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	1		\$20.00	
Hats- Curwood Castle Black	\$15.00				
Postcards	\$1 / \$5				
Curwood Castle Teddy Bear	\$10.00				
Magnets - small	\$3.00				
Magnets - Large	\$5.00	11	\$5.00	\$50.00	
Mary Anderson Drawings	\$10.00	1	\$10.00		
Castle ornament	\$10.00				
TOTALS			\$136.00	\$163.00	\$299.00

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		2024-25 AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)		
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000 - REVENUE					
297-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00
297-000-643.000	SALES	3,000.00	1,261.00	1,739.00	42.03
297-000-665.000	INTEREST INCOME	2,000.00	830.47	1,169.53	41.52
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00	0.00	1,066.00	0.00
297-000-667.100	RENTAL INCOME	2,800.00	0.00	2,800.00	0.00
297-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00	5,799.00	14,201.00	29.00
297-000-674.200	DONATIONS	11,650.00	4,620.66	7,029.34	39.66
297-000-675.000	MISCELLANEOUS	0.00	927.11	(927.11)	100.00
297-000-699.101	TRANSFERS FROM GENERAL FUND	17,500.00	4,375.00	13,125.00	25.00
Total Dept 000 - REVENUE		58,016.00	17,813.24	40,202.76	30.70
TOTAL REVENUES		58,016.00	17,813.24	40,202.76	30.70
Expenditures					
Dept 797 - HISTORICAL COMMISSION					
297-797-702.200	WAGES	15,331.00	4,146.19	11,184.81	27.04
297-797-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,173.00	317.17	855.83	27.04
297-797-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	25.00	2.81	22.19	11.24
297-797-719.000	WORKERS' COMPENSATION	61.00	13.02	47.98	21.34
297-797-728.000	OPERATING SUPPLIES	1,000.00	125.00	875.00	12.50
297-797-729.000	FINANCIAL INSTITUTION FEES	1,200.00	206.50	993.50	17.21
297-797-801.000	PROFESSIONAL SERVICES: ADMINIST	1,500.00	37.50	1,462.50	2.50
297-797-810.000	INSURANCE & BONDS	2,994.00	0.00	2,994.00	0.00
297-797-818.500	AUDIT	814.00	0.00	814.00	0.00
297-797-930.000	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00
297-797-961.000	MISCELLANEOUS	6,500.00	2,117.60	4,382.40	32.58
297-797-974.000	SYSTEM IMPROVEMENTS	0.00	0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		30,598.00	6,965.79	23,632.21	22.77
Dept 798 - CASTLE					
297-798-702.200	WAGES	500.00	29.07	470.93	5.81
297-798-702.400	WAGES - SEASONAL	0.00	0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	38.00	2.22	35.78	5.84
297-798-717.000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00
297-798-718.200	SOCIAL SECURITY (FICA)	0.00	1.74	(1.74)	100.00
297-798-719.000	WORKERS' COMPENSATION	32.00	2.75	29.25	8.59
297-798-728.000	OPERATING SUPPLIES	2,500.00	1,267.50	1,232.50	50.70
297-798-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-798-920.000	UTILITIES	6,436.00	710.86	5,725.14	11.05
297-798-930.000	BUILDING MAINTENANCE	4,000.00	373.23	3,626.77	9.33
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAI	1,000.00	447.86	552.14	44.79
297-798-961.000	MISCELLANEOUS	300.00	0.00	300.00	0.00
Total Dept 798 - CASTLE		14,806.00	2,835.23	11,970.77	19.15
Dept 799 - GOULD HOUSE					
297-799-702.300	OVERTIME	200.00	0.00	200.00	0.00
297-799-715.000	SOCIAL SECURITY (FICA)	15.00	0.00	15.00	0.00
297-799-716.100	HEALTH INSURANCE	0.00	0.00	0.00	0.00
297-799-716.400	LIFE INSURANCE	0.00	0.00	0.00	0.00
297-799-716.500	DISABILITY INSURANCE	0.00	0.00	0.00	0.00
297-799-718.200	DEFINED CONTRIBUTION	55.00	0.00	55.00	0.00
297-799-810.000	INSURANCE & BONDS	0.00	0.00	0.00	0.00
297-799-920.000	UTILITIES	3,559.00	349.59	3,209.41	9.82
297-799-930.000	BUILDING MAINTENANCE	4,000.00	31.82	3,968.18	0.80
297-799-930.200	BLDG MAINTENANCE	0.00	0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	500.00	36.81	463.19	7.36
297-799-961.000	MISCELLANEOUS	2,000.00	16,267.43	(14,267.43)	813.37
Total Dept 799 - GOULD HOUSE		10,329.00	16,685.65	(6,356.65)	161.54
Dept 800 - COMSTOCK/WOODARD					
297-800-930.000	BUILDING MAINTENANCE	2,000.00	107.76	1,892.24	5.39
Total Dept 800 - COMSTOCK/WOODARD		2,000.00	107.76	1,892.24	5.39

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED	BUDGET NORMAL	09/30/2024 (ABNORMAL)	NORMAL	BALANCE (ABNORMAL)		
Fund 297 - HISTORICAL FUND								
Expenditures								
TOTAL EXPENDITURES		57,733.00		26,594.43		31,138.57		46.06
Fund 297 - HISTORICAL FUND:								
TOTAL REVENUES		58,016.00		17,813.24		40,202.76		30.70
TOTAL EXPENDITURES		57,733.00		26,594.43		31,138.57		46.06
NET OF REVENUES & EXPENDITURES		283.00		(8,781.19)		9,064.19		3,102.89

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CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2023 TO 10/09/2024
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 10/09/2024
297	HISTORICAL FUND	67,010.61	88,708.78	104,019.22	51,700.17