



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

September 11, 2023, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve August 15, 2023 minutes

Motion to approve the September 11, 2023 agenda

AGENDA ITEMS

1. Castle 100th Anniversary Events
 - a. Ice Cream Social review
 - b. Roaring 20's Party update
2. Home Tour Updates
3. Gould House Status: Discussion

Financial Review and Discussion:

Financial Activity and Cash Balance Report – A. Fuller
August Castle Financial Report – D. Grace

Public Comment Period

Commissioner Comments

Next Meeting: **Tuesday**, October 10, 2023

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of August 15, 2023 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson
MEMBERS PRESENT: Commissioners Elaine Greenway, Lance Little, Bill Moull, and Susan Osika.
MEMBERS ABSENT: Commissioners Debra Adams and Robert Hooper.
OTHERS PRESENT: Amy Fuller, Assistant City Manager, Denice Grace, Castle Docent

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

APPROVE MINUTES – July 10, 2023

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

Passed by voice vote.

APPROVE AGENDA – August 15, 2023

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

Passed by voice vote.

ITEMS OF BUSINESS

Castle 100th Anniversary: Commissioner Greenway shared that both the wine and cheese event and the princess tea event were a success. There was discussion on the ice cream social on Sept. 9 and the Roaring 20's Party on Dec. 9.

Home Tour 2024: Commissioner Osika shared updates on the Home Tour planning. The next committee meeting is August 28th.

FINANCIAL REVIEW AND DISCUSSION:

Amy Fuller provided a summary of the current and past year's revenue and expense reports as well as the cash balance. She also shared updates on the Castle Chimney repairs, Gould House garden project, Gould House gutters and handrails.

PUBLIC COMMENT PERIOD

Denice Grace suggested each Commissioner provide one ice cream topping for the ice cream social.

COMMISSIONER COMMENTS

Commissioner Little shared information about Keweenaw Time Traveler.

ADJOURNMENT

Commissioner Little moved to adjourn the meeting. Commissioner Moull supported. The voice vote was unanimous to adjourn the meeting at 7:07 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

DRAFT

09/07/2023 02:05 PM
User: AKFuller
DB: Owosso

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

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 09/07/2023
297	HISTORICAL FUND	67,010.61	12,770.78	12,830.56	66,950.83

Fund 297 - HISTORICAL FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
Revenues						
Department 000: REVENUE						
540.000	STATE SOURCES					
08/15/2023	CR		177430	257.00 Receipt #: 598700		
540.000	STATE SOURCES	0.00	0.00	257.00	(257.00)	100.00
643.000	SALES					
07/10/2023	CR CASH 6/23/23-07/06/23		176399	368.00 Receipt #: 593998		
07/24/2023	CR CREDIT 07/07/2023-07/20/2023		176806	208.00 Receipt #: 595768		
08/08/2023	CR CREDIT 7/21/23 - 8/2/23		177298	267.00 Receipt #: 598207		
08/29/2023	CR		177842	264.00 Receipt #: 599733		
08/29/2023	CR CASH 08/04/2023-08/17/2023		177843	46.00 Receipt #: 599734		
09/06/2023	CR CASH 08/18/2023-08/31/2023		178106	208.00 Receipt #: 600279		
643.000	SALES	2,500.00	2,500.00	1,361.00	1,139.00	54.44
665.000	INTEREST INCOME					
07/31/2023	GJ JULY 2023 34 INTEREST ALLOCATION		176944	259.17 JE# 12946		
08/31/2023	GJ 34 INTEREST ALLOCATION - AUGUST 2023		178026	299.43 JE# 13037		
665.000	INTEREST INCOME	500.00	500.00	558.60	(58.60)	111.72
665.100	ENDOWMENT SPENDABLE FUNDS	1,010.00	1,010.00	0.00	1,010.00	0.00
667.100	RENTAL INCOME					
07/14/2023	CR		176525	700.00 Receipt #: 594834		
08/01/2023	CR		176970	700.00 Receipt #: 596715		
08/28/2023	CR		177806	700.00 Receipt #: 599548		
667.100	RENTAL INCOME	14,000.00	14,000.00	2,100.00	11,900.00	15.00
674.100	PRIVATE DONATIONS					
07/01/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12903		176352	(1,725.00) JE# 12904		
07/10/2023	CR CREDIT 6/23/23-7/6/23		176397	497.00 Receipt #: 593994		
07/10/2023	CR CASH 6/23/23-07/06/23		176399	1,189.00 Receipt #: 593998		
07/24/2023	CR CASH 07/07/2023-07/20/2023		176805	1,131.00 Receipt #: 595767		
07/24/2023	CR CREDIT 07/07/2023-07/20/2023		176806	211.00 Receipt #: 595768		
08/08/2023	CR CASH 7/21/23 - 8/2/23		177297	1,242.00 Receipt #: 598205		
08/08/2023	CR CREDIT 7/21/23 - 8/2/23		177298	149.00 Receipt #: 598207		
08/08/2023	CR DDA OATFEST		177299	40.00 Receipt #: 598207		
08/09/2023	GJ CC CHARGES FROM OATFEST		177319	(40.00) JE# 12995		
08/11/2023	CR		177385	2.00 Receipt #: 598505		
08/29/2023	CR		177840	45.00 Receipt #: 599721		
08/29/2023	CR CASH 08/04/2023-08/17/2023		177843	2,265.00 Receipt #: 599734		
09/06/2023	CR CASH 08/18/2023-08/31/2023		178106	795.00 Receipt #: 600279		
09/06/2023	CR CREDIT 08/18/2023-08/31/2023		178107	280.00 Receipt #: 600280		
674.100	PRIVATE DONATIONS	13,000.00	13,000.00	6,081.00	6,919.00	46.78
674.200	DONATIONS					
07/19/2023	MRB SUMMARY MRB 07/19/2023		176571	100.00		
08/02/2023	GJ EVENTBRIGHT - PRINCESS TEA AT CURWOOD		176995	430.86 JE# 12964		
08/30/2023	GJ OHC EVENT, ROARING 20'S, P&P		177849	20.00 JE# 13033		
09/06/2023	GJ OHC EVENT, ROARING 20'S, ERICKSON		178105	40.00 JE# 13048		

Fund 297 - HISTORICAL FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
Revenues						
Department 000:	REVENUE					
674.200	DONATIONS	1,000.00	1,000.00	590.86	409.14	59.09
699.101	TRANFERS FROM GENERAL FUND	20,000.00	20,000.00	0.00	20,000.00	0.00
Total - Dept 000		52,010.00	52,010.00	10,948.46	41,061.54	21.05
Total Revenues		52,010.00	52,010.00	10,948.46	41,061.54	21.05
Expenditures						
Department 797:	HISTORICAL COMMISSION					
702.200	WAGES					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(243.37) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	486.72 584		
07/27/2023	PR SUMMARY PR 07/27/2023		176839	562.40 586		
08/10/2023	PR SUMMARY PR 08/10/2023		177327	618.64 590		
08/24/2023	PR SUMMARY PR 08/24/2023		177710	660.82 592		
09/07/2023	PR SUMMARY PR 09/07/2023		178098	562.40 593		
702.200	WAGES	16,451.00	16,451.00	2,647.61	13,803.39	16.09
702.400	WAGES - SEASONAL					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(41.17) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	82.32 584		
07/27/2023	PR SUMMARY PR 07/27/2023		176839	85.60 586		
08/10/2023	PR SUMMARY PR 08/10/2023		177327	42.80 590		
08/24/2023	PR SUMMARY PR 08/24/2023		177710	85.60 592		
09/07/2023	PR SUMMARY PR 09/07/2023		178098	85.60 593		
702.400	WAGES - SEASONAL	2,783.00	2,783.00	340.75	2,442.25	12.24
715.000	SOCIAL SECURITY (FICA)					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(21.77) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	43.52 584		
07/27/2023	PR SUMMARY PR 07/27/2023		176839	49.57 586		
08/10/2023	PR SUMMARY PR 08/10/2023		177327	50.60 590		
08/24/2023	PR SUMMARY PR 08/24/2023		177710	57.10 592		
09/07/2023	PR SUMMARY PR 09/07/2023		178098	49.58 593		
715.000	SOCIAL SECURITY (FICA)	1,472.00	1,472.00	228.60	1,243.40	15.53
717.000	UNEMPLOYMENT INSURANCE					
07/21/2023	AP UNEMPLOYMENT QUARTERLY PAYMENT		176709	2.79 Inv #: '07/20/2023' Vendor '100459'		
717.000	UNEMPLOYMENT INSURANCE	0.00	0.00	2.79	(2.79)	100.00
719.000	WORKERS' COMPENSATION					
07/13/2023	PR SUMMARY PR 07/13/2023		176453	1.82 584		
07/27/2023	PR SUMMARY PR 07/27/2023		176839	1.95 586		
08/10/2023	PR SUMMARY PR 08/10/2023		177327	1.98 590		
08/24/2023	PR SUMMARY PR 08/24/2023		177710	2.24 592		
09/07/2023	PR SUMMARY PR 09/07/2023		178098	1.95 593		
719.000	WORKERS' COMPENSATION	52.00	52.00	9.94	42.06	19.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 Balances for quarter ending 09/30/2023

Fund 297 - HISTORICAL FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
Expenditures						
Department 797: HISTORICAL COMMISSION						
728.000	OPERATING SUPPLIES	300.00	300.00	0.00	300.00	0.00
729.000	FINANCIAL INSTITUTION FEES					
07/03/2023	GJ JULY 2023 CC FINANICAL FEES		176949	57.32 JE# 12951		
07/03/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12951		176955	(57.32) JE# 12957		
07/17/2023	GJ JULY 2023 CC FINANICAL FEES		176956	57.32 JE# 12958		
08/31/2023	GJ CREDIT CARD PROCESS FEES AUGUST 2023		178025	78.93 JE# 13036		
729.000	FINANCIAL INSTITUTION FEES	600.00	600.00	136.25	463.75	22.71
801.000	PROFESSIONAL SERVICES: ADMINIST	200.00	200.00	0.00	200.00	0.00
810.000	INSURANCE & BONDS	3,000.00	3,000.00	0.00	3,000.00	0.00
818.500	AUDIT					
08/18/2023	AP ANNUAL AUDIT CHARGES 2023-2025		177491	50.00 Inv #: 'FILE# 600 07/31/2023' Vendor '1006'		
818.500	AUDIT	600.00	600.00	50.00	550.00	8.33
961.000	MISCELLANEOUS					
08/18/2023	AP ANNUAL SERVICE/SUPPORT FEE AUG 2023 - AU		177489	500.00 Inv #: '148875' Vendor '02604'		
961.000	MISCELLANEOUS	500.00	500.00	500.00	0.00	100.00
Total - Dept 797		25,958.00	25,958.00	3,915.94	22,042.06	15.09
Department 798: CASTLE						
717.000	UNEMPLOYMENT INSURANCE	12.00	12.00	0.00	12.00	0.00
728.000	OPERATING SUPPLIES					
08/04/2023	AP REIMBURSEMENT FOR PRINCESS TEA SUPPLIES		177018	122.36 Inv #: 'REIMBURSEMENT' Vendor 'MISC'		
08/18/2023	AP TENT FOR PRINCESS TEA		177600	275.00 Inv #: '73362' Vendor '100425'		
09/01/2023	AP PORTABLE TOILET CONTRACT - YEAR MAY - OC		177946	165.00 Inv #: '2023-1196' Vendor '06984'		
728.000	OPERATING SUPPLIES	1,500.00	1,500.00	562.36	937.64	37.49
920.000	UTILITIES					
07/21/2023	AP CITY OF OWOSSO CASTLE PHONE & INTERNET		176604	81.05 Inv #: '232120038' Vendor '03649'		
08/18/2023	AP CURWOOD CASTLE MONITORING		177527	66.84 Inv #: 'A18605' Vendor '100167'		
08/18/2023	AP UTILITY BILLS JULY 2023		177509	121.15 Inv #: 'JULY 2023' Vendor '06674'		
09/01/2023	AP CITY OF OWOSSO CASTLE PHONE & INTERNET		177894	78.16 Inv #: '232430038' Vendor '03649'		
920.000	UTILITIES	4,858.00	4,858.00	347.20	4,510.80	7.15
930.000	BUILDING MAINTENANCE	9,750.00	9,750.00	0.00	9,750.00	0.00
940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE					
07/27/2023	PREQPSUMMARY PREQP 07/27/2023		177664	87.98 591		
940.000	EQUIPMENT RENTAL - BUILDING MAI	0.00	0.00	87.98	(87.98)	100.00
961.000	MISCELLANEOUS					
08/18/2023	AP JULY 2023 HOME DEPOT PURCHASES		177540	2.47 Inv #: 'JULY 2023 ' Vendor '19645'		

Fund 297 - HISTORICAL FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
Expenditures						
Department 798: CASTLE						
961.000	MISCELLANEOUS	300.00	300.00	2.47	297.53	0.82
Total - Dept 798		16,420.00	16,420.00	1,000.01	15,419.99	6.09
Department 799: GOULD HOUSE						
702.300	OVERTIME					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(67.61) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	135.15 584		
702.300	OVERTIME	0.00	0.00	67.54	(67.54)	100.00
715.000	SOCIAL SECURITY (FICA)					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(5.16) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	10.31 584		
715.000	SOCIAL SECURITY (FICA)	0.00	0.00	5.15	(5.15)	100.00
716.100	HEALTH INSURANCE					
07/13/2023	PR SUMMARY PR 07/13/2023		176453	0.15 584		
716.100	HEALTH INSURANCE	0.00	0.00	0.15	(0.15)	100.00
716.400	LIFE INSURANCE					
07/13/2023	PR SUMMARY PR 07/13/2023		176453	0.90 584		
716.400	LIFE INSURANCE	0.00	0.00	0.90	(0.90)	100.00
716.500	DISABILITY INSURANCE					
07/13/2023	PR SUMMARY PR 07/13/2023		176453	0.53 584		
716.500	DISABILITY INSURANCE	0.00	0.00	0.53	(0.53)	100.00
718.200	DEFINED CONTRIBUTION					
07/01/2023	PRAW SUMMARY PRAW 07/01/2023		176520	(1.56) 584		
07/13/2023	PR SUMMARY PR 07/13/2023		176453	3.11 584		
718.200	DEFINED CONTRIBUTION	0.00	0.00	1.55	(1.55)	100.00
920.000	UTILITIES					
08/04/2023	AP GOULD HOUSE TRASH PICKUP		177113	67.00		
08/18/2023	AP UTILITY BILLS JULY 2023		177509	88.23		
920.000	UTILITIES	3,717.00	3,717.00	155.23	3,561.77	4.18
930.000	BUILDING MAINTENANCE					
07/21/2023	AP HANDRAILS FOR GOULD HOUSE PORCH		176609	2,215.00		
08/18/2023	AP GOULD HOUSE LANDSCAPING - WALKWAY		177571	725.00		
08/18/2023	AP JULY 2023 HOME DEPOT PURCHASES		177540	96.19		
08/18/2023	AP JULY 2023 HOME DEPOT PURCHASES		177540	57.97		
09/01/2023	AP GRASS MOWING		177927	275.00		
930.000	BUILDING MAINTENANCE	5,000.00	5,000.00	3,369.16	1,630.84	67.38
940.000	EQUIPMENT RENTAL					
07/13/2023	PREQPSUMMARY PREQP 07/13/2023		177015	31.86 589		

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 Balances for quarter ending 09/30/2023

Fund 297 - HISTORICAL FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
Expenditures						
Department 799: GOULD HOUSE						
07/27/2023	PREQPSUMMARY PREQP 07/27/2023		177664	374.18 591		
940.000	EQUIPMENT RENTAL	0.00	0.00	406.04	(406.04)	100.00
961.000	MISCELLANEOUS					
08/18/2023	AP JULY 2023 HOME DEPOT PURCHASES		177540	399.00		Inv #: 'JULY 2023 ' Vendor '19645'
961.000	MISCELLANEOUS	100.00	100.00	399.00	(299.00)	399.00
Total - Dept 799		8,817.00	8,817.00	4,405.25	4,411.75	49.96
Department 800: COMSTOCK/WOODARD						
930.000	BUILDING MAINTENANCE					
08/18/2023	AP PAYMASTER BUILDING MONITORING		177528	104.61		Inv #: 'A18673' Vendor '100167'
930.000	BUILDING MAINTENANCE	500.00	500.00	104.61	395.39	20.92
Total - Dept 800		500.00	500.00	104.61	395.39	20.92
Total Expenditures		51,695.00	51,695.00	9,425.81	42,269.19	18.23
NET OF REVENUES AND EXPENDITURES		315.00	315.00	1,522.65	(1,207.65)	

August 2023 Curwood Castle Gift Shop Re

Item	Price	Number Sold
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	2
New T-Shirt - Adult M	\$10.00	2
New T-Shirt - Adult Large	\$10.00	4
New T-Shirt - Adult X Large	\$10.00	4
New T-shirt Adult 2XL	\$12.00	5
New T-Shirt - Adult 3XL	\$12.00	
Book- Bear - reprint	\$10.00	
Books -Vintage	\$12-\$20	15
Book -My Adventure to Curwood Castle	\$10.00	2
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	16
Souvenir Book- Yellow	\$5.00	
Glasses - Comstock Cabin	\$5.00	
Glasses - Curwood Home	\$5.00	
Glasses - Gould House	\$5.00	1
Glasses - Curwood Castle	\$5.00	
DVD - The Bear	\$20.00	
Hats- Curwood Castle Black	\$15.00	
Postcards	\$1 / \$5	30
Curwood Castle Teddy Bear	\$10.00	3
Magnets - small	\$3.00	1
Magnets - Large	\$5.00	7
Mary Anderson Drawings	\$10.00	1
Castle ornament	\$10.00	
TOTALS		

Report

Square	Cash
\$10.00	\$10.00
	\$20.00
	\$40.00
	\$40.00
\$24.00	\$36.00
\$92.00	\$96.00
\$10.00	\$10.00
\$10.00	\$70.00
	\$5.00
\$10.00	\$15.00
	\$30.00
\$3.00	
\$15.00	\$20.00
\$10.00	
\$184.00	\$392.00

August 2015 - 2021 Monthly Comparison Report

	Visitors	Revenue	gift shop	Rentals	donations	totals
2015	399	\$1,491.00	\$486.00		\$143.00	\$2,120.00
2016	402	\$1,379.00	\$309.00		\$75.00	\$1,763.00
2017	536	\$1,523.00	\$619.00		\$60.00	\$2,678.00
2018	539	\$2,160.00	\$566.00		\$52.00	\$2,778.00
2019	880	\$2,172.00	\$527.00		\$105.00	\$2,804.00
2021	424	\$1,797.00	\$572.00		\$95.00	\$2,464.00
2022	955	\$2,469.00	\$434.00		\$99.00	\$3,002.00
2023	703	2358	\$576.00	\$350.00	\$850.00	\$4,134.00
2024						
2025						

