

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
January 13, 2020 6:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:00 PM BY CHAIRMAN ELAINE GREENWAY.
- PRESENT:** Chairman Elaine Greenway; Vice Chairman Dave Acton; Commissioner Sara Adams; Commissioner Carolyn Ebert; Commissioner Mark Erikson; Commissioner Steven Flayer
- ABSENT:** Commissioner Heather Jacobs; Commissioner Paul Rogers.
- OTHERS PRESENT:** Denice Grace, Curwood Castle Head Docent; Josh Adams, Gary Wilson and Nathan Henne.
- APPROVAL OF AGENDA:** Commissioner Flayer made a motion to amend the agenda and supported by Commissioner Adams, to include additional New Business -Possible Donations ALL AYES, MOTION CARRIED.

APPROVAL OF DECEMBER, 2019 REVENUE AND EXPENDITURE REPORT: Admissions/Gift Shop Report was reviewed. An error of \$40 was discussed which may be a simple error on report.

CONSENT AGENDA: None

VISITOR COMMENTS: Gary Wilson introduced himself. He shared that he had served 12 years previously on the commission and is considering rejoining the Owosso Historical Commission.

APPROVAL OF MINUTES OF MEETING HELD DECEMBER 9, 2019:

A MOTION WAS MADE BY COMMISSIONER ERIKSON, SUPPORTED BY COMMISSIONER EBERT TO ACCEPT THE MINUTES AS PRESENTED.

ALL AYES, MOTION CARRIED.

OLD BUSINESS:

- 1) **Executive Director Position** – Nathan Henne delivered the packet of applications from Jessica Ungandst, Human Resources Director for Thursday’s Interviews of Executive Director Position on January 16, 2020. The Executive Committee was unanimous in the 3 choices as presented to the commission for interviews. Discussion centered on having 3 candidates for interview, 2 evaluation sheets will be used, All commissioners will evaluate the 3 candidates and complete the evaluation sheets. The interview process will include Commissioners to arrive at City Hall at 5:30. Interviews are 15 minutes long starting at 6:00 p.m.
- 2) **Christmas Un-decorating the Curwood Castle – Saturday, January 11, 2020, 9:00 a.m. to 11:00 a.m.**
- 3) **OHC Policy for Renting Castle** – A subcommittee will be formed to review all aspects of renting the Castle to present to the Commission. The Committee will consist of Commissioner Flayer, Chairman Greenway, and Denice Grace, Curwood Castle Head Docent.
- 4) **Progress on Gould House Capital Improvement Bid Packages** – An estimate of \$20,000 has been received from Lamphere’s for furnace repair. Other repairs are needed but waiting for new director to take over the project. The City’s Purchasing Policy will be govern the process utilizing the Bid Process.

A Facilities Committee will be formed to assist the new director to develop scope of work for Capital Improvement Bids.

- 5) **Train parts disposal** – Commission Flayer visited Ryder’s Hobby Shop in Flint suggested taking it to the Model Railroad Club of Durand. It will be incorporated in their collection or annual sale.
- 6) **Archiving update** – Nicole, Steve and Denice met discussing format used for Archiving Inventory. The Historical Society of Michigan was consulted. Recommendation was made to use the software Past Perfect. A single user license is currently owned by the Commission. It will need to be decided if the Commission desires to post on the internet. An expansion of the Past Perfect software will need to be purchased. It can be hosted by the Shiawassee District Library. Further discussion will be necessary as the process moves forward.
- 7) **Recording Secretary Update** – Denice Grace has agreed to record the monthly meetings of the Owosso Historic Commission and present the written minutes for approval.
- 8) **Status of new router installation at the Castle** – It is still in process. Contact will be made with the City’s IT department to get an update.

NEW BUSINESS:

1) Possible Donations –

- A) Plant Stand pictured by Curwood’s Desk. A donation presentation is being planned.
- B) Curwood Festival is purchasing the Original Painting of The Danger Trail for \$1,000 belonging to Curwood’s Great Niece donating it to Curwood Castle.

A MOTION WAS MADE BY COMMISSIONER FLAYER TO SPEAK WITH CURWOOD/HODDY OWNERS TO DETERMINE COST FOR 2-NIGHT STAY AND DONORS TO COVER GAS EXPENSES OF CURWOOD’S GREAT NIECE FOR PRESENTATION OF PAINTING. MOTION WAS SUPPORTED BY MARK ERIKSON.. ALL AYES. MOTION CARRIED.

ADJOURN:

COMMISSION ADAMES MOTIONED TO ADJOURN AT 7:30 PM, SUPPORTED BY COMMISSIONER EBERT. AYES ALL, MOTION CARRIED.