



Cass County Historical Commission

Officers: Ron McAdam, Chairperson, Vice Chairperson - Allen Butchbaker - Jane Bergman, Secretary/Treasurer - Members-at-Large: Dianna McGrew - Annie File - Jean Schultz - David Kring - Nate Robinson

Ron McAdam is inviting you to a scheduled Zoom meeting.

Topic: HC Zoom Meeting

Time: Jan 14, 2021 05:00 PM America/Detroit

Join Zoom Meeting

<https://us02web.zoom.us/j/85720066301?pwd=TnpOdFJYmJVsSm52UzRIS0Rhd3ZZZz09>

Meeting ID: 857 2006 6301

Passcode: 469667

One tap mobile

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Dial by your location

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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BOARD MEETING AGENDA

ZOOM MEETING

January 14, 2021 – 5:00 p.m.

- I. Call to Order – *Chairperson Ron McAdam***
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of Minutes**
 - a. December 10, 2020 meeting minutes**
- V. Financial Report**
- VI. Bills**
- VII. Old Business**
 - 1. Sub-committee Reports**
 - a. Newton House**
 - b. Red Brick**
 - c. Outreach and Publications**
- VIII. New Business**
 - 1. Annual Report to Board of Commissioners**
 - 2. Discussion of layout/uses of former caretaker apartment**
 - 3. Discussion - Purchasing Policy**
- IX. Public Comment**
- X. Adjournment**

**CASS COUNTY HISTORICAL COMMISSION
MEETING MINUTES**

Date December 10, 2020

Time: 5:00p.m.

Board Members present: Ron McAdam X, Jane Bergman __ , Allen Butchbaker X, Annie File __, Dave Kring X, Dianna McGrew X, Nate Robinson X, Jean Schultz X.

Meeting was called to order by Chairman Ron McAdam at 5:00pm.

Approval of Agenda: A motion was made by David Kring, seconded by Jean Schultz and motion carried

Approval of Minutes: A motion to approve the minutes was made by Allen Butchbaker, seconded by David Kring and motion carried.

Financial Report: A motion to approve the financial report was made by David Kring, seconded by Allen Butchbaker and motion carried.

Bills: A motion to approve payment of previous months bills was made by David Kring, seconded by Allen Butchbaker and motion carried.

Before moving on to Old Business, Chairman Ron McAdam took time to ask the board members to join him in congratulating Annie File on her re-election to the Cass County Board of Commissioners.

Sub-Committee Reports:

Newton House; Jean Schultz reported a base being built in the kitchen for sink. Stove pipe installation in process. Leafs for the dining room table were installed. Discussion on seeking donations and grants for ongoing projects, such as painting and removal of trees. Upstairs floors refinished by Gregg Nichols. Discussion of long range goals. Investigation of putting a privy on the grounds for historical accuracy. Discussion of changing the name of the Newton House Mission Statement to Statement of Goals.

Red Brick School: Jean Schultz asked permission to investigate with Lisa Cutting.

Outreach Committee: Did not meet. Ron McAdam stated that Administrator Carmen asked about making a drone video of the exterior of Newton House for the forthcoming Historic Commission annual report to the Board of Commissioners.

Public comment by Zane Langford about asking the County Clerk to record this annual report for inclusion in Board of Commissioners minutes from this presentation.

The meeting adjourned at 6:15 p.m.

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TRIAL BALANCE REPORT FOR CASS COUNTY
PERIOD ENDING 12/31/2020

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GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 296 - HISTORICAL COMMISSION FUND					
296-000-001.001	CASH-CHEMICAL BANK			12,844.32	
296-803-004.000	IMPREST CASH - PETTY CASH			40.00	
296-803-390.000	FUND EQUITY				24,035.52
296-803-400.002	REVENUE	2,500.00	2,500.00		35.00
296-803-674.000	DONATIONS	0.00	0.00		1,200.00
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00		
296-803-701.000	EXPENDITURES	8,000.00	8,000.00	1,206.22	
Total Fund 296 - HISTORICAL COMMISSION FUND				11,179.98	
DEFICIENCY OF REVENUES/EXPENDITURES - 2019-20		0.00	0.00	25,270.52	25,270.52

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GL ACTIVITY REPORT FOR CASS COUNTY

Page:

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FROM 296-000-001.001 TO 296-000-001.001
TRANSACTIONS FROM 10/01/2020 TO 12/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 296 HISTORICAL COMMISSION FUND							
10/01/2020			296-000-001.001 CASH-CHEMICAL BANK		BEG. BALANCE		13,346.23
10/15/2020	CD	CHK	INDIANA MICHIGAN POWER	18233(E)		20.19	13,326.04
10/16/2020	CD	CHK	HAAS SYSTEMS, INC.	1186755		324.00	13,002.04
10/16/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18204(A)		69.16	12,932.88
10/16/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18204(A)		63.68	12,869.20
10/16/2020	CD	CHK	WRIGHT WAY LAWN SERVICE	18231(A)		240.00	12,629.20
10/27/2020	CD	CHK	FRONTIER	1186817	16.53		12,645.73
10/30/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18270(A)		70.12	12,575.61
10/30/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18270(A)		63.88	12,511.73
11/13/2020	CD	CHK	WRIGHT WAY LAWN SERVICE	18348(A)		160.00	12,351.73
11/13/2020	CR	RCPT	DONATION-DOWN PAYMENT FOR LANDSCAPIN	20210328	1,200.00		13,551.73
11/13/2020	CD	CHK	INDIANA MICHIGAN POWER	18354(E)		20.19	13,531.54
12/11/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18462(A)		79.91	13,451.63
12/11/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18462(A)		252.64	13,198.99
12/11/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18462(A)		63.88	13,135.11
12/11/2020	CD	CHK	WRIGHT WAY LAWN SERVICE	18468(A)		310.00	12,825.11
12/11/2020	CD	CHK	INDIANA MICHIGAN POWER	18475(E)		15.79	12,809.32
12/28/2020	CR	RCPT	TRANSMITTAL #21-11J 12/28/2020	20210629	35.00		12,844.32
12/31/2020			296-000-001.001	END BALANCE	1,251.53	1,753.44	12,844.32
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					1,251.53	1,753.44	12,844.32

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020		ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 296 - HISTORICAL COMMISSION FUND								
Revenues								
Dept 803 - HISTORICAL COMMISSION								
296-803-400.002	REVENUE	2,500.00		35.00	35.00	2,465.00	1.40	
296-803-674.000	DONATIONS	0.00		1,200.00	0.00	(1,200.00)	100.00	
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00		0.00	0.00	5,500.00	0.00	
Total Dept 803 - HISTORICAL COMMISSION			8,000.00	1,235.00	35.00	6,765.00	15.44	
TOTAL REVENUES			8,000.00	1,235.00	35.00	6,765.00	15.44	
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
296-803-701.000	EXPENDITURES	8,000.00		1,206.22	722.22	6,793.78	15.08	
Total Dept 803 - HISTORICAL COMMISSION			8,000.00	1,206.22	722.22	6,793.78	15.08	
TOTAL EXPENDITURES			8,000.00	1,206.22	722.22	6,793.78	15.08	
Fund 296 - HISTORICAL COMMISSION FUND:								
TOTAL REVENUES			8,000.00	1,235.00	35.00	6,765.00	15.44	
TOTAL EXPENDITURES			8,000.00	1,206.22	722.22	6,793.78	15.08	
NET OF REVENUES & EXPENDITURES			0.00	28.78	(687.22)	(28.78)	100.00	

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 12/31/2020

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-DATE THRU 12/31/20	ACTIVITY FOR MONTH ENDED 12/31/2020	Available Balance	% Used
Revenues							
Department 803: HISTORICAL COMMISSION							
296-803-400.002 REVENUE							
12/28/2020	CR REVENUE - HISTORICAL PUBLICATIONS		94256	35.00	Receipt # : 20210629		
296-803-400.002	REVENUE	2,500.00	2,500.00	35.00		2,465.00	1.40
296-803-674.000	DONATIONS	0.00	0.00	1,200.00		(1,200.00)	100.00
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00	0.00		5,500.00	0.00
Total - Dept 803		8,000.00	8,000.00	1,235.00	35.00	6,765.00	15.44
Total Revenues		8,000.00	8,000.00	1,235.00	35.00	6,765.00	15.44
Expenditures							
Department 803: HISTORICAL COMMISSION							
296-803-701.000 EXPENDITURES							
12/11/2020	CD Check: CHEM1 18462		93865	79.91	Check #: '18462 (A) CHEM1' Vendor '06040'		
12/11/2020	CD Check: CHEM1 18462		93865	252.64	Check #: '18462 (A) CHEM1' Vendor '06040'		
12/11/2020	CD Check: CHEM1 18462		93865	63.88	Check #: '18462 (A) CHEM1' Vendor '06040'		
12/11/2020	CD Check: CHEM1 18468		93871	310.00	Check #: '18468 (A) CHEM1' Vendor '100090'		
12/11/2020	CD Check: CHEM1 18475		93891	15.79	Check #: '18475 (E) CHEM1' Vendor '14130'		
296-803-701.000	EXPENDITURES	8,000.00	8,000.00	1,206.22	722.22	6,793.78	15.08
Total - Dept 803		8,000.00	8,000.00	1,206.22	722.22	6,793.78	15.08
Total Expenditures		8,000.00	8,000.00	1,206.22	722.22	6,793.78	15.08
NET OF REVENUES AND EXPENDITURES		0.00	0.00	28.78	(687.22)	(28.78)	