



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

Topic: HC Zoom Meeting

Time: Feb 11, 2021 05:00 PM America/Detroit

Join Zoom Meeting

<https://us02web.zoom.us/j/85252601579?pwd=TXBDWis2RDB1RjBCRjh5OWtzRGp1QT09>

Meeting ID: 852 5260 1579

Passcode: 704458

One tap mobile

+13126266799,,85252601579#,,, *704458# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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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

BOARD MEETING AGENDA

ZOOM MEETING

February 11, 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. January 14, 2021 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. **Newton House Tree Removal**
 2. **Expenditure Policy Amendment to By-Laws**
 3. **Historical Commission/Historical Society Operating Agreement**
- IX. **Public Comment**
- X. **Adjournment**

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date January 14, 2021

Time: 5:02 p.m.

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

Also present: Zane Lankford.

Meeting was called to order by Chairperson Ron McAdam at 5:02pm.

Approval of Agenda: A motion was made by David Kring to approve the agenda, seconded by Annie File and the motion carried.

Approval of Minutes: A motion was made by Allen Butchbaker to approve the minutes of December 10, 2020. Seconded by Dianna McGrew and motion carried.

Financial Report: A motion was made by Jean Schultz to approve the financial report. Seconded by Dianna McGrew and motion carried.

Bills: A motion was made by Dianna McGrew to approve payment of the December bills. Seconded by Annie File and motion carried.

Old Business:

1. Newton House Update: Jean Schultz reported that Nate Robinson and Jane Bergman had attached the stove pipe to the Round Oak stove in the parlor. Jean has purchased a used file cabinet to house the records of the Historical Society. Allen Butchbaker had requested that the Society's records be kept at the Newton House. The file cabinet will be located in one of the closets of the rooms upstairs.

Sherry Shelby completed a wooden base for the porcelain sink in the kitchen. Nate Robinson has donated antique wanes coating that will be used to cover the sides of the frame and Jean Schultz has sewn fabric curtains that will hang on the front.

Chairman Ron McAdam asked if Nate had spoken with Chuck Benson about producing a quote for cutting down the elm tree next to the house. Mr. Benson had not returned Nate's call. Board members discussed the possibility of getting a quote on cutting down the tree, but having the County remove it. Nate agreed

to ask Mr. Benson to quote the job in various ways and to also include the cost of the other tree work that needs to be done.

2. Red Brick School Update: Chairman Ron McAdam reported that there had been no progress made on the lease agreement on the Red Brick School.

Jean Schultz has been in contact with Lisa Cutting, Assistant Superintendent of the Cassopolis schools, about the Red Brick School. Ms. Cutting informed Jean that the school system cannot locate keys to the building and asked if the Historical Commission could provide them. Jean will clarify if they would like all of the keys or just a copy. Jean suggested that Ron McAdam and members of the sub committee might want to meet with Superintendent Piazza. Ron felt that a phone call from him might be best.

Jean Schultz reported that the more modern Red Brick School building had been sold and would be used to store boats. The status of the empty lot between the two buildings is still unclear. Annie File agreed to ask Jeff Carmen if he knows what the status of that property is.

3. Outreach/Publications Update: Members of the sub committee reiterated that they had suspended their efforts to contact township clerks in the period leading up to the November elections and the winter holidays. They intend to resume their efforts to make contact with the township clerks in the coming months.

New Business:

1. Chairman's Annual Report to the County Commissioners: Chairman Ron McAdam informed members of the board that Scott Wyman had shot impressive aerial footage of the Newton House and that Patty Dome might be working on interior shots that could become part of a Zoom presentation that could be shown to the County Commissioners. Jean Schultz wondered if the footage could be made into a presentation that could be shown on equipment in the lobby of the courthouse annex. Dianna McGrew suggested that such a video presentation could also be included on the Cass County website. Annie File said that work is being done to update and improve that website.
2. Layout and Uses of the Upstairs Rooms at the Newton House: Chairman Ron McAdam asked board members to begin thinking about how the upstairs rooms at the Newton House should be organized once the walls have been repaired and painted. Ron agreed to provide color samples to the Board before the rooms are painted.
3. Signage for the Newton House: Nate Robinson reminded board members that we will want to move ahead on getting additional signage for the Newton House

before it is again open to the public. The Communications subcommittee will follow up to determine how to secure four or five signs that can piggy back on the county's existing signs that indicate distance to the Newton House.

4. Newton House Plumbing: Jane Bergman raised concern about the need to address several problems with the plumbing at the Newton House before it is open to the public. Nate Robinson agreed to contact Tony's Plumbing and Heating for an estimate to look into the lack of running water in the bathroom, low water pressure in the kitchen sink and capping off the hot and cold lines formerly used for the washer and dryer. Ron pointed out that sometime in the future we might want to consider reconfiguring the downstairs bathroom.
5. Policy for Purchases and Expenditures: Chairman Ron McAdam expressed the need to develop a clear policy for purchases made by board members. He reminded members that receipts are to be submitted within the month that they are made. Nate Robinson suggested that we may want to consider using purchase orders or requisition requests to track expenditures. Chairman Ron McAdam reminded board members that the Historical Commission has an open account with Hayden Hardware and that purchases made there are not taxed.

Ron will work on a draft of a policy that the board will review at the next meeting.

Public Comment: Zane Lankford addressed three questions to the board. First if Cassopolis or Cass County had a visitors' bureau. Neither Cassopolis or the County currently has a bureau, but Jean Schultz reported that she had spoken to the Cassopolis Village Manager, Emilie Sarratore, and they are considering establishing one.

Second, Zane suggested that the board might consider not grinding the stump of the elm tree, but rather leaving its base as a way to save money and possibly to create an interesting landscape feature.

Finally, Zane pointed out that rather than relying on verbal reporting, board members could improve communications by using email to send summaries of their meetings to all the interested parties. Providing brief, written synopses would ensure that everyone received the same information and was up to date. Additionally, there would be a written record of each meeting

A motion was made to adjourn the meeting by Nate Robinson and seconded by Jean Schultz.

The meeting adjourned at 6:06 p.m.

Secretary,

Jane Bergman

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 01/31/2021

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-DATE THRU 01/31/21	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		
01/11/2021	CR REVENUE - HISTORICAL PUBLICATIONS (CASH)		94561	100.00 Receipt #: 20210723		
01/11/2021	CR REVENUE - HISTORICAL PUBLICATIONS (CHECK)		94562	30.00 Receipt #: 20210723		
296-803-400.002 REVENUE		2,500.00	2,500.00	165.00	2,335.00	6.60
296-803-674.000 DONATIONS						
11/13/2020	CR DONATIONS		93234	1,200.00 Receipt #: 20210328		
296-803-674.000 DONATIONS		0.00	0.00	1,200.00	(1,200.00)	100.00
296-803-699.999 FUND BALANCE ALLOCATION						
296-803-699.999		5,500.00	5,500.00	0.00	5,500.00	0.00
Total - Dept 803		8,000.00	8,000.00	1,365.00	6,635.00	17.06
Total Revenues		8,000.00	8,000.00	1,365.00	6,635.00	17.06
Expenditures						
Department 803: HISTORICAL COMMISSION						
296-803-701.000 EXPENDITURES						
10/01/2020	JE TO REVERSE MANUAL JOURNAL ENTRY: 25307		92961	(490.31) JE: '0' Ref Num1: '25309		
10/01/2020	JE TO REVERSE MANUAL JOURNAL ENTRY: 25386		93591	(40.38) JE: '0' Ref Num1: '25387		
10/15/2020	CD Check: CHEM1 18233		92390	20.19 Check #: '18233(E) CHEM1' Vendor '14130'		
10/16/2020	CD Check: CHEM1 1186755		92273	324.00 Check #: '1186755 CHEM1' Vendor '08100'		
10/16/2020	CD Check: CHEM1 18204		92346	69.16 Check #: '18204(A) CHEM1' Vendor '06040'		
10/16/2020	CD Check: CHEM1 18204		92346	63.68 Check #: '18204(A) CHEM1' Vendor '06040'		
10/16/2020	CD Check: CHEM1 18231		92373	240.00 Check #: '18231(A) CHEM1' Vendor '100090'		
10/27/2020	CD Check: CHEM1 1186817		92585	(16.53) Check #: '1186817 CHEM1' Vendor '80410'		
10/30/2020	CD Check: CHEM1 18270		92796	70.12 Check #: '18270(A) CHEM1' Vendor '06040'		
10/30/2020	CD Check: CHEM1 18270		92796	63.88 Check #: '18270(A) CHEM1' Vendor '06040'		
11/13/2020	CD Check: CHEM1 18348		93145	160.00 Check #: '18348(A) CHEM1' Vendor '100090'		
11/13/2020	CD Check: CHEM1 18354		93239	20.19 Check #: '18354(E) CHEM1' Vendor '14130'		
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 18468		93865	63.88 Check #: '18462(A) CHEM1' Vendor '06040'		
12/11/2020	CD Check: CHEM1 18475		93871	310.00 Check #: '18468(A) CHEM1' Vendor '100090'		
01/08/2021	CD Check: CHEM1 18572		93891	15.79 Check #: '18475(E) CHEM1' Vendor '14130'		
01/08/2021	CD Check: CHEM1 18572		94398	92.88 Check #: '18572(A) CHEM1' Vendor '06040'		
01/15/2021	CD Check: CHEM1 18602		94398	60.88 Check #: '18572(A) CHEM1' Vendor '06040'		
01/15/2021	CD Check: CHEM1 18602		94748	13.80 Check #: '18602(E) CHEM1' Vendor '14130'		
01/19/2021	CD Check: CHEM1 1187503		94786	1,287.80 Check #: '1187503 CHEM1' Vendor 'MISC'		
296-803-701.000 EXPENDITURES		8,000.00	8,000.00	2,661.58	5,338.42	33.27
Total - Dept 803		8,000.00	8,000.00	2,661.58	5,338.42	33.27
Total Expenditures		8,000.00	8,000.00	2,661.58	5,338.42	33.27
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(1,296.58)	1,296.58	

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021		ACTIVITY FOR MONTH 01/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDOGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 296 - HISTORICAL COMMISSION FUND								
Revenues								
Dept 803 - HISTORICAL COMMISSION								
296-803-400.002	REVENUE	2,500.00	165.00		130.00	2,335.00		6.60
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	1,365.00		130.00	6,635.00		17.06
TOTAL REVENUES								
		8,000.00	1,365.00		130.00	6,635.00		17.06
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
296-803-701.000	EXPENDITURES	8,000.00	2,661.58		1,455.36	5,338.42		33.27
Total Dept 803 - HISTORICAL COMMISSION								
		8,000.00	2,661.58		1,455.36	5,338.42		33.27
TOTAL EXPENDITURES								
		8,000.00	2,661.58		1,455.36	5,338.42		33.27
Fund 296 - HISTORICAL COMMISSION FUND:								
TOTAL REVENUES								
		8,000.00	1,365.00		130.00	6,635.00		17.06
TOTAL EXPENDITURES								
		8,000.00	2,661.58		1,455.36	5,338.42		33.27
NET OF REVENUES & EXPENDITURES								
		0.00	(1,296.58)		(1,325.36)	1,296.58		100.00

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GL ACTIVITY REPORT FOR CASS COUNTY
 FROM 296-000-001.001 TO 296-000-001.001
 TRANSACTIONS FROM 10/01/2020 TO 01/31/2021

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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 LANDSCAPI	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
01/08/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18572(A)		92.88	12,751.44
01/08/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18572(A)		60.88	12,690.56
01/11/2021	CR	RCPT	TRANSMITTAL #21-13J 01/11/2021	20210723	100.00		12,790.56
01/11/2021	CR	RCPT	TRANSMITTAL #21-13J 01/11/2021	20210723	30.00		12,820.56
01/15/2021	CD	CHK	INDIANA MICHIGAN POWER	18602(E)		13.80	12,806.76
01/19/2021	CD	CHK	JEAN SCHULTZ	1187503		1,287.80	11,518.96
01/31/2021			296-000-001.001	END BALANCE	1,381.53	3,208.80	11,518.96
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					1,381.53	3,208.80	11,518.96

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TRIAL BALANCE REPORT FOR CASS COUNTY
PERIOD ENDING 01/31/2021

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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			11,518.96	
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		165.00
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	2,661.58	
Total Fund 296 - HISTORICAL COMMISSION FUND				11,179.98	
DEFICIENCY OF REVENUES/EXPENDITURES - 2019-20		0.00	0.00	25,400.52	25,400.52

DRAFT PROPOSAL TO AMEND CASS COUNTY
HISTORICAL COMMISSION BY-LAWS

For discussion purposes, this proposal would add to the by-laws an EXPENDITURES POLICY.

Any expenditure by a board member for which they anticipate reimbursement, must be approved by 2 officers in advance of procurement.

Additional discussion points could include setting a dollar amount over which the entire board would need to vote in favor. Also, where to insert this in the by-laws?

OPERATING AGREEMENT BETWEEN
THE CASS COUNTY HISTORICAL SOCIETY AND
THE CASS COUNTY HISTORIAL COMMISSION

THIS AGREEMENT is entered into this ** day of ***** by the Cass County Historical Society, a non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Code and the Cass County Historical Commission, *****

WHEREAS the Society and the Commission wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of maintaining and promoting the use of the historic Newton House, 20689 Marcellus Hwy, Marcellus, Michigan, and

WHEREAS the Society and Commission have determined that entering into this Operating Agreement is in the best interest of the preservation and promotion of Cass County's history and, in particular, that of the Newton House,

NOW, THEREFORE, the Society and Commission agree as follows:

- 1. Historical Society Responsibilities:** During the term of this Operating Agreement, the Cass County Historical Society agrees to the following responsibilities vis-à-vis the historic Newton House
 - a.
 - b.
 - c.
 - d.
- 2. Historical Commission Responsibilities:** During the term of this Operating Agreement, the Cass County Historical Commission agrees to the following responsibilities vis-à-vis the historic Newton House
 - a.
 - b.
 - c.
 - d.
- 3. Term/Termination:** The Operating Agreement shall become effective on ** ** ***** and shall remain in effect until terminated in writing by either Party. Either party may terminate this Operating Agreement with fifteen (15)

days written notice.

4. **Notices:** The parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a party upon written notice to the other party:

Cass County Historical Society
PO Box 21
Cassopolis MI 49031

Cass County Historical Commission

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

5. **Waiver and Release:** In consideration of this Operating Agreement, the Historical Society waives and forever releases the Commission and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this paragraph shall survive the expiration or termination of this Agreement.
6. **Assignment, Delegation, Subcontract:** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.
7. **Amendment:** This Operating Agreement shall not be amended except by a written amendment approved and executed by the parties.
8. **Entire Agreement:** This Operating Agreement constitutes the entire agreement between the parties and supersedes any and all prior understandings or representations of any kind except to the extent

incorporated in this Operating Agreement.

- 9. Governing Law:** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have executed this Operating Agreement as of the day and year first written above.

CASS COUNTY HISTORICAL SOCIETY

By: _____

Its: _____

CASS COUNTY HISTORICAL COMMISSION

By: _____

Its: _____