

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 - Amy East

Topic: HC Zoom Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82912231627?pwd=bHJiTHhiL3RGYkpCemFFQlE3WGdjUT09>

Meeting ID: 829 1223 1627

Passcode: 398471

One tap mobile

+16465588656,,82912231627#,,,,*398471# US (New York)

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Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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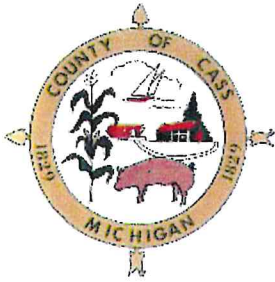
+1 253 215 8782 US (Tacoma)

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Meeting ID: 829 1223 1627

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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 - Amy East

BOARD MEETING AGENDA

ZOOM MEETING

March 11, 2021 – 5:00 p.m.

- I. Call to Order – *Chairperson Ron McAdam*
- II. Introduction of new board member
- III. Roll Call
- IV. Approval of the Agenda
- V. Approval of Minutes
 - a. February 11, 2021 meeting minutes
- VI. Financial Report
- VII. Bills
- VIII. Old Business
 1. Sub-committee Reports
 - a. Newton House
 - b. Red Brick
 - c. Outreach and Publications
 2. Expenditure Policy
 3. Historical Commission/Historical Society agreement
 4. MEC grant update – *Jane Bergman*
- IX. New Business
 1. Appoint Amy East to Publications sub-committee
 2. Ad Hoc Parks/History Committee update – *Ron McAdam*
- IX. Public Comment
- X. Adjournment

**CASS COUNTY HISTORICAL COMMISSION
MEETING MINUTES**

Date February 11, 2021

Time: 5:02 p.m.

Board Members present: Ron McAdam X, Allen Buttbaker X, Jane Bergman X, Annie File X, David Kring X, Dianna McGrew X, Nate Robinson X, and Jean Schultz X,

Also present: Zane Lankford.

The meeting was called to order by Chairman Ron McAdam at 5:02 pm. The meeting was conducted on Zoom.

Approval of the Agenda: A motion was made by Annie File to approve the agenda for the February 11th meeting. Seconded by Nate Robinson and the motion carried.

Approval of Minutes: A motion was made by Nate Robinson to approve the minutes of January 14, 2021. Seconded by Annie File and motion carried.

Financial Report: A motion was made by Allen Buttbaker to approve the financial report. Seconded by Nate Robinson and motion carried.

Bills: A motion was made by Nate Robinson to approve payment of the January bills. Seconded by Allen Buttbaker and motion carried.

Old Business:

1. Newton House Update: Jean Schultz asked if there was an explanation for how the elm tree was taken down. Chairman Ron McAdam explained that it appears that Kurt had been in touch with Chuck Reed, our liaison at Michigan State University for the lease on the Newton House, about the condition of the elm tree. Someone at MSU then contacted their foresters in Battle Creek who then arranged for the tree removal company to remove the elm and grind the stump.

Ron mentioned that he and Zane Lankford had discussed the possibility of moving some of the commemorative rocks to the spot where the elm tree stood to form the memorial garden that has been discussed. Jean Schultz said we could also consider planting a tree there.

Chairman Ron McAdam asked Nate Robinson if he had contacted Jerry Kandlestorfer, of Tony's Plumbing and Heating, for an estimate of the cost of making plumbing repairs. Mr. Kandlestorfer had not called back, but Nate

agreed to ask him to evaluate the plumbing in the upstairs bathroom in addition to the repairs downstairs.

Ron reported that he had covered the floors in the upstairs rooms in preparation for painting the walls. He plans to put color samples on the walls soon. Ron affirmed that he intends to leave the trim white and paint the inside of the closets.

Jean Schultz reported that she had recently spoken with Cindy Nichols when she called to obtain the Historical Society's 501(c) (3) information for tax purposes. Mrs. Nichols offered assistance with any additional floors that might need refinishing/repairs. Members of the board cited the stairway, the downstairs bedroom, the downstairs bathroom, and kitchen as areas to consider. Should the floor in the downstairs be refinished, members of the board voiced consent for the tub to be removed and the bathroom reconfigured.

2. Red Brick School Update: Chairman Ron McAdam reported that he had been in touch with Lisa Cutting, assistant to Superintendent Piazza of the Cassopolis schools. Ron plans to make a copy of the key to the building and give it to Ms. Cutting.

Administrator Jeff Carmen confirmed to Ron that progress on the quit claim deed had stalled during the pandemic. Ron intends to initiate an email chain to include Jeff Carmen, Lisa Cutting, and Superintendent Piazza and will copy members of the board on these communications.

3. Outreach Committee Update: Allen Butchbaker and Dave Kring reported that they had postponed contacting township clerks first because of the election and later because of the pandemic, but they intend to restart their efforts soon.

New Business:

1. Creation of a Policy for Expenditures: Chairman Ron McAdam directed the board member's attention to an initial list of what might be included in a policy for expenditures. This list was in the packet sent out with minutes from the January meeting. The board agreed to temporarily table discussion of the new policy while Ron and others investigate the policies of other county offices.
2. Possible Operating Agreement Between the Historical Commission and the Historical Society: Members of the board discussed the advisability of making the relationship between the Historical Society and the Historical Commission more explicit by developing an agreement or document that would outline the role and responsibilities of each entity.

Annie File suggested that the board might want to consult with Administrator Carmen on this. Ron and Nate reiterated that it is important for board members of the Historical Commission to support the Society and encourage membership.

3. Midwest Energy and Communications – Building Vibrant Communities Grant: Jane Bergman thanked Nate Robinson for bringing to the board's attention MEC's new grant program. Jane told the board that the application was not too difficult. Zane Lankford suggested that ramps and railings to improve access to the Newton House might be something appropriate for the grant. Annie File agreed to contact Jason Jones for an estimate of the cost of constructing railings and/or ramps for the front and perhaps the back doorways.
4. Additional Tree Trimming/Removal at the Newton House: Nate Robinson reported that Chuck Benson had inquired about the additional tree trimming and removal that the board was considering. His estimate of the cost of removing the cedar trees and trimming dead limbs on other trees is \$600. Allen Butchbaker made a motion to approve the \$600 expenditure for the removal of the trees and limbs. Annie File seconded the motion and the motion carried. Jean Schultz suggested that Mary Fosdick might want the wood.

The meeting adjourned at 6:04 p.m.

Secretary,

Jane L. Bergman

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
02/05/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18689(A)		95.97	11,422.99
02/05/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18689(A)		62.40	11,360.59
02/12/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	1187665		847.47	10,513.12
02/17/2021	CD	CHK	INDIANA MICHIGAN POWER	1187670		13.80	10,499.32
02/17/2021	CD	VOID	INDIANA MICHIGAN POWER	1187670	13.80		10,513.12
02/17/2021	CD	CHK	INDIANA MICHIGAN POWER	18720(E)		13.80	10,499.32
02/19/2021	CD	CHK	CASSOPOLIS PUBLIC SCHOOLS	1187737		750.00	9,749.32
02/22/2021	CR	RCPT	DONATION HISTORICAL COMMISSION	20211098	100.00		9,849.32
02/28/2021			296-000-001.001	END BALANCE	1,495.33	4,992.24	9,849.32
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					1,495.33	4,992.24	9,849.32

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TRIAL BALANCE REPORT FOR CASS COUNTY

Page: 1/1

PERIOD ENDING 02/28/2021

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			9,849.32	
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		165.00
296-803-674.000	DONATIONS	0.00	0.00		1,300.00
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00		
296-803-701.000	EXPENDITURES	8,000.00	8,000.00	4,431.22	
Total Fund 296 - HISTORICAL COMMISSION FUND				11,179.98	
DEFICIENCY OF REVENUES/EXPENDITURES - 2019-20		0.00	0.00	25,500.52	25,500.52

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 02/28/2021

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-D THRU 02/28
Revenues				
Department 803: HISTORICAL COMMISSION				
296-803-400.002 REVENUE				
12/28/2020	CR REVENUE - HISTORICAL PUBLICATIONS		94256	35.00 Receipt
01/11/2021	CR REVENUE - HISTORICAL PUBLICATIONS (CASH)		94561	100.00 Receipt
01/11/2021	CR REVENUE - HISTORICAL PUBLICATIONS (CHECK		94562	30.00 Receipt
296-803-400.002	REVENUE	2,500.00	2,500.00	165.
296-803-674.000 DONATIONS				
11/13/2020	CR DONATIONS		93234	1,200.00 Receipt
02/22/2021	CR DONATIONS		95753	100.00 Receipt
296-803-674.000	DONATIONS	0.00	0.00	1,300.
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00	0.
Total - Dept 803		8,000.00	8,000.00	1,465.
Total Revenues		8,000.00	8,000.00	1,465.
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'
10/01/2020	JE TO REVERSE MANUAL JOURNAL ENTRY: 25386		93591	(40.38) JE: '0'
10/15/2020	CD Check: CHEM1 18233		92390	20.19 Check #
10/16/2020	CD Check: CHEM1 1186755		92273	324.00 Check #
10/16/2020	CD Check: CHEM1 18204		92346	69.16 Check #
10/16/2020	CD Check: CHEM1 18204		92346	63.68 Check #
10/16/2020	CD Check: CHEM1 18231		92373	240.00 Check #
10/27/2020	CD Check: CHEM1 1186817		92585	(16.53) Check #
10/30/2020	CD Check: CHEM1 18270		92796	70.12 Check #
10/30/2020	CD Check: CHEM1 18270		92796	63.88 Check #
11/13/2020	CD Check: CHEM1 18348		93145	160.00 Check #
11/13/2020	CD Check: CHEM1 18354		93239	20.19 Check #
12/11/2020	CD Check: CHEM1 18462		93865	79.91 Check #
12/11/2020	CD Check: CHEM1 18462		93865	252.64 Check #
12/11/2020	CD Check: CHEM1 18462		93865	63.88 Check #
12/11/2020	CD Check: CHEM1 18468		93871	310.00 Check #
12/11/2020	CD Check: CHEM1 18475		93891	15.79 Check #
01/08/2021	CD Check: CHEM1 18572		94398	92.88 Check #
01/08/2021	CD Check: CHEM1 18572		94398	60.88 Check #
01/15/2021	CD Check: CHEM1 18602		94748	13.80 Check #
01/19/2021	CD Check: CHEM1 1187503		94786	1,287.80 Check #
02/05/2021	CD Check: CHEM1 18689		95266	95.97 Check #
02/05/2021	CD Check: CHEM1 18689		95266	62.40 Check #
02/12/2021	CD Check: CHEM1 1187665		95453	847.47 Check #
02/17/2021	CD Check: CHEM1 1187670		95510	13.80 Check #
02/17/2021	CD Check: CHEM1 1187670		95512	(13.80) Check #
02/17/2021	CD Check: CHEM1 18720		95513	13.80 Check #
02/19/2021	CD Check: CHEM1 1187737		95699	750.00 Check #
296-803-701.000	EXPENDITURES	8,000.00	8,000.00	4,431.

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY

Balances as of 02/28/2021

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-D THRU 02/28
Expenditures				
Department 803: HISTORICAL COMMISSION				
Total - Dept 803		8,000.00	8,000.00	4,431.
Total Expenditures		8,000.00	8,000.00	4,431.
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(2,966.

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 02/28/2021 NORMAL (ABNORMAL)	ACTIVITY MONTH 02/28/ INCREASE (DECRE
Fund 296 - HISTORICAL COMMISSION FUND				
Revenues				
Dept 803 - HISTORICAL COMMISSION				
296-803-400.002	REVENUE	2,500.00	165.00	C
296-803-674.000	DONATIONS	0.00	1,300.00	10C
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	0.00	C
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	1,465.00	10C
TOTAL REVENUES		8,000.00	1,465.00	10C
Expenditures				
Dept 803 - HISTORICAL COMMISSION				
296-803-701.000	EXPENDITURES	8,000.00	4,431.22	1,769
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	4,431.22	1,769
TOTAL EXPENDITURES		8,000.00	4,431.22	1,769
Fund 296 - HISTORICAL COMMISSION FUND:				
TOTAL REVENUES		8,000.00	1,465.00	10C
TOTAL EXPENDITURES		8,000.00	4,431.22	1,769
NET OF REVENUES & EXPENDITURES		0.00	(2,966.22)	(1,669