



Cass County Historical Commission

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

BOARD MEETING AGENDA

****NEWTON HOUSE****

20689 Marcellus Hwy.

Decatur, MI 49045

May 13, 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. April 11, 2021 meeting**
- V. Financial Report**
- VI. Bills**
- VII. Old Business**
 - 1. Newton House Update – three (3) board actions needed**
 - 2. Red Brick School Update**
 - 3. Outreach and Publications**
 - 4. Historical Commission and Historical Society Operating Agreement**
 - 5. Expenditure Policy action**
- VIII. New Business**
 - 1. MEC Grant/Newton House ramp alternative/railings**
 - 2. Video Production Update**
 - 3. Ad Hoc Committee/Historical Commission and Parks Department**
- IX. Public Comment**
- X. Adjournment**

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date: April 11, 2021

Time: 5:00 p.m.

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

Also present: Zane Lankford

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

Approval of the Agenda: A motion was made by Jean Schultz to approve the agenda for the April meeting. Seconded by Allen Butchbaker and the motion carried.

Approval of Minutes: Board members had not received a copy of the minutes prior the meeting so the secretary read them aloud. Allen Butchbaker asked that mention of Tourism be added to the summary of the discussion on Administrator Carmen's ad hoc committee that includes Parks, the Historical Commission, and Tourism. A motion was made by Jean Schultz to approve the minutes of March 11, 2021 with the addition. Seconded by Nate Robinson and motion carried.

Financial Report: Chairman Ron McAdam informed board members that the funds currently available total \$8,838.68. A motion was made by Allen Butchbaker to approve to approve the financial report. Seconded by Dianna McGrew and motion carried.

Bills: Chairman Ron McAdam noted that there were several different payments made to Midwest Energy and Communications. Members of the board thought it would be important to have clarification on the charges. The Chairman agreed to inquire about the payments to determine what they were for. Nate Robinson suggested that, in the future, the board may want to get several alternative quotes on propane. Jean Schultz said it would be useful to compare the cost of utilities during the time the caretaker was in residence with the current charges. Nate mentioned that we might want to request that MEC complete an energy audit. Jean would like to determine if MEC would be willing to offer a discount on the cost of the utilities.

A motion was made by Nate Robinson to approve payment of the December bills. Seconded by Annie File and motion carried.

Old Business:

1. Newton House Update: Chairman Ron McAdam informed the board that he, Nate, and Jane had met with Rob Cutting to assess the possibility of building an access ramp and installing handrails at the Newton House. Mr. Cutting felt that an access ramp built to code would be costly. He suggested we consider purchasing an electric wheelchair lift and contact Doug Martin to explore options for handrails.

Nate Robinson is investigating companies that sell electric lifts and is waiting to receive pricing from a Kalamazoo company. Ron McAdam contacted Doug Martin. Mr. Martin is preparing a quote on handrails that resemble wrought iron.

2. Red Brick School Update: Chairman Ron McAdam said that acquiring a quit claim deed for the Red Brick School was still a work in progress.
3. Outreach and Publications Update: Ron McAdam and Amy East will be meeting to assess our current list of publications and to discuss future plans for the subcommittee.

Ron reported that the local history branch of the library had reopened and will continue to sell our publications. John Weupper has requested that a board member periodically collect the money from the sales and deliver it to Jackie Taylor.

John Weupper mentioned a number of our publications in an article that appears in the April issue of Neighbors newspaper.

Allen Butchbaker reported that he was having difficulty reaching the Wayne and LaGrange county township clerks.

3. Historical Commission and Historical Society Operating Agreement Update:

Ron informed members that the executive committee of the Historical Society was working on a document that will outline the functions of the Society vis a vis the Historical Commission. Kay McAdam has produced a draft of the document and she, along with Allen Butchbaker and Dave Kring, will identify the responsibilities of both entities. The draft may be available next month.

4. Expenditure Policy: Chairman Ron McAdam agreed to further investigate what procedures other commissions use to document and approve expenditures.

New Business:

1. MEC Grant/ Newton House Ramp/Handrails: Chairman Ron McAdam asked again that we continue investigating sources and gathering quotes in order to have a firm budget for the grant application.
2. Video Production Update: Ron Mc Adam informed the board that he and Kay had filmed the interior of the Newton House and that Kay combined the footage with the arial footage shot earlier by Scott Wyman. Kay has also added a voice over. This may become part of Ron's annual report to the county commissioners.
3. Ad Hoc Committee/ Historical Commission and Parks Department: Ron McAdam reported that the ad hoc committee was preparing to go before the board of commissioners and leaning toward favoring a millage option.

Public Comment:

Zane Lankford wanted to express several concerns. She reminded the board that painting the exterior of the Newton House should remain a priority. She asked if the plumbing repairs had been addressed and if the tree stump would be ground. She also asked for clarification if the request for a chair lift and handrails would be combined in the MEC grant application.

Additional Discussion:

Annie File commended the Historical Commission for working diligently.

Ron McAdam had spoken with Scott Wyman about making a path from the park to the Newton House and Scott says it is easily doable. Scott may be willing to put signage where the original Newton log cabin stood. Amy East will work on text for the sign. Amy East will also investigate information on the Potawatomi summer camp where Mr. Newton first stayed.

The meeting adjourned at 6:17 p.m.

Secretary,

Jane 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
03/05/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18795(A)		104.85	9,744.47
03/05/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18795(A)		62.40	9,682.07
03/16/2021	CD	CHK	INDIANA MICHIGAN POWER	18876(E)		13.80	9,668.27
03/25/2021	CD	CHK	CHARLES BENSON	1187980		625.00	9,043.27
03/26/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18885(A)		62.40	8,980.87
03/26/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18885(A)		95.55	8,885.32
03/26/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18885(A)	16.44		8,901.76
03/26/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	18885(A)		573.08	8,328.68
04/09/2021	CD	CHK	NORTH STAR LANDSCAPE DESIGN & INSTA	1188113		2,888.39	5,440.29
04/15/2021	CD	CHK	INDIANA MICHIGAN POWER	18999(E)		13.09	5,427.20
04/20/2021	CR	RCPT	HISTORICAL COMMISSION	20211593	215.00		5,642.20
04/30/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	19039(A)		83.21	5,558.99
04/30/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	19039(A)		62.92	5,496.07
04/30/2021			296-000-001.001	END BALANCE	1,726.77	9,576.93	5,496.07
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					1,726.77	9,576.93	5,496.07

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TRIAL BALANCE REPORT FOR CASS COUNTY
PERIOD ENDING 04/30/2021

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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			5,496.07	
296-803-004.000	IMPREST CASH - PETTY CASH			40.00	
296-803-390.000	FUND EQUITY				12,855.54
296-803-400.002	REVENUE	2,500.00	2,500.00		380.00
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	8,999.47	
Total Fund 296 - HISTORICAL COMMISSION FUND		0.00	0.00	14,535.54	14,535.54

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 04/30/2021

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-DATE THRU 04/30/21	ACTIVITY FOR MONTH ENDED 04/30/2021	Available Balance	% Used
Revenues							
Department 803: HISTORICAL COMMISSION							
296-803-400.002 REVENUE							
04/20/2021	CR REVENUE			97331	215.00 Receipt #: 20211593		
296-803-400.002	REVENUE	2,500.00	2,500.00		380.00	215.00	2,120.00 15.20
296-803-674.000	DONATIONS	0.00	0.00		1,300.00	0.00	(1,300.00) 100.00
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00		0.00	0.00	5,500.00 0.00
Total - Dept 803		8,000.00	8,000.00		1,680.00	215.00	6,320.00 21.00
Total Revenues		8,000.00	8,000.00		1,680.00	215.00	6,320.00 21.00
Expenditures							
Department 803: HISTORICAL COMMISSION							
296-803-701.000 EXPENDITURES							
04/09/2021	CD Check: CHEM1 1188113			97179	2,888.39	Check #: '1188113 CHEM1'	Vendor '66906'
04/15/2021	CD Check: CHEM1 18999			97244	13.09	Check #: '18999(E) CHEM1'	Vendor '14130'
04/30/2021	CD Check: CHEM1 19039			97517	83.21	Check #: '19039(A) CHEM1'	Vendor '06040'
04/30/2021	CD Check: CHEM1 19039			97517	62.92	Check #: '19039(A) CHEM1'	Vendor '06040'
296-803-701.000	EXPENDITURES	8,000.00	8,000.00		8,999.47	3,047.61	(999.47) 112.49
Total - Dept 803		8,000.00	8,000.00		8,999.47	3,047.61	(999.47) 112.49
Total Expenditures		8,000.00	8,000.00		8,999.47	3,047.61	(999.47) 112.49
NET OF REVENUES AND EXPENDITURES		0.00	0.00		(7,319.47)	(2,832.61)	7,319.47

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 296 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 803 - HISTORICAL COMMISSION						
296-803-400.002	REVENUE	2,500.00	380.00	215.00	2,120.00	15.20
296-803-674.000	DONATIONS	0.00	1,300.00	0.00	(1,300.00)	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	1,680.00	215.00	6,320.00	21.00
TOTAL REVENUES		8,000.00	1,680.00	215.00	6,320.00	21.00
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	8,999.47	3,047.61	(999.47)	112.49
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	8,999.47	3,047.61	(999.47)	112.49
TOTAL EXPENDITURES		8,000.00	8,999.47	3,047.61	(999.47)	112.49
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	1,680.00	215.00	6,320.00	21.00
TOTAL EXPENDITURES		8,000.00	8,999.47	3,047.61	(999.47)	112.49
NET OF REVENUES & EXPENDITURES		0.00	(7,319.47)	(2,832.61)	7,319.47	100.00

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

THIS AGREEMENT is entered into the _____ day of _____ 2021 by the Cass County Historical Commission and the Cass County Historical Society, a non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Code.

WHEREAS the Commission and the Society 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 Commission and the Society 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 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. Continue the lease agreement with Michigan State University for the Newton House and grounds.
 - b. Maintain the Newton House interior, exterior and surrounding grounds.
 - c. Offer educational opportunities for visitors by creating research/library space in the Newton House.
 - d. Work in partnership with the Cass County Parks Department developing physical and historical links between the Newton House and grounds, and Russ Forest County Park.
- 2. 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. Plan, organize, fund, and host an annual Society Open House, programs, and other history-related activities.
 - b. Assist the Historical Commission in the accession and inventory of display items.
 - c. Create a vision of how to share the Newton House story with visitors and

general public.

d. Assist the Historical Commission with fundraising efforts for the maintenance and care of the Newton House.

3. Term/Termination: The Operating Agreement shall become effective on the _____ day of _____ 2021 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 Commission
120 N Broadway
Cassopolis MI 49031

Cass County Historical Society
PO Box 21
Cassopolis MI 49031

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 Commission waives and forever releases the Society 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 COMMISSION

By: _____

Its: _____

Date: _____

CASS COUNTY HISTORICAL SOCIETY

By: _____

Its: _____

Date: _____