



## 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

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### BOARD MEETING AGENDA

Kincheloe Room  
Cass County Building  
120 N. Broadway  
Cassopolis, MI 49031  
June 10, 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. May 13, 2021 meeting

**V. Chair Comments**

- a. Board of Commissioners annual report video
- b. 2021-22 budget
- c. County Purchasing Policy/bids for Newton House
- d. Board member responsibilities
- e. Historical Society/Historical Commission agreement clarification
- f. Outgoing board members
- g. Questions

**VI. Financial Report**

**VII. Bills**

**VIII. Old Business**

**VIII. New Business**

**IX. Public Comment**

**X. Adjournment**

# CASS COUNTY HISTORICAL COMMISSION

## MEETING MINUTES

Date May 13 , 2020

Time: 5:00 p.m.

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

Also present: Janeen Gore, Zane Lankford, Ann Killian.

Meeting was called to order by Chair Ron McAdam at 5:10 pm.

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

Approval of Minutes: A motion was made by Annie File to approve the minutes of April 8, 2021, seconded by Amy East and motion carried.

Financial Report: Chair Ron McAdam directed board members' attention to the amount of Cash on Hand, \$5,496.07 and explained that reflects an outlay to North Star Landscaping of roughly \$1,600.00 that will be reimbursed by the County.

He informed board members that the executive committee of the Historical Society has voted to contribute \$6,000.00 toward exterior painting of the Newton House. Those funds will soon be transferred to the Historical Commission's account.

Ron also informed the board that he had requested that the County Commissioners reinstate the Historical Commission in their annual budget and increase the allocation to \$12,000. Ron explained that the Commissioners would also be hearing about alternative funding options from the Ad Hoc committee that is investigating new approaches for funding the Parks Department and perhaps the Historical Commission. At present, they are looking at a millage levied by the Commissioners or a millage that would be voted on in November.

A motion was made by Dianna Mc Grew to approve the financial report. Seconded by Amy East and motion carried.

Bills: Chair Ron McAdam reported that he and Jackie Taylor had examined past heating bills from the Newton House. In 2019 the propane bills totaled \$3273.00, \$2,096.00 in 2020, and \$825.00 to date in 2021, evidence that keeping the thermostat at 60 degrees is, in fact, saving money.

A motion was made by Allen Butchbaker to approve payment of the December bills, seconded by Jean Schultz and motion carried.

#### Old Business:

Chair Ron McAdam requested that the order of topics for discussion be rearranged, moving the discussion of the Newton House to the final slot.

1. Red Brick School Update: Chair Ron McAdam reported that he had appeared before the Ad Hoc committee on surplus properties to explain the significance of the Red Brick School and why the County should seek to take and retain ownership of the building. Ron gave a brief account of the history of the building. Three Commissioners serve on the Ad Hoc committee.
2. Outreach and Publications Update: Chair Ron McAdam and Amy East met to review the publications the Historical Commission currently has on hand and identified several tour books that they will work to update. Amy will be reviewing the beige book and the book that describes the driving tour to see what needs to be updated or revised.

Amy is also going to look into a program offered by Izzy Travel that allows cell phones to be used to give tours. Ron explained that the Underground Railroad Society now has signs at twelve sites that display codes that can be read by cell phones to deliver information about the sites.

Annie File reported that Bob Parrish and Scott Wyman are looking into ways the county might participate in the Pure Michigan program for tourism.

Outreach: Ron was interviewed by members of the architectural firm that is designing the renovation of the interior of the Cass County Court House. He had a half hour telephone conversation with a representative of Intersect Studios of Kalamazoo to discuss the needs of the Historical Commission. Ron and he discussed the possibility of a display or visitors' area downstairs as well as office space on an upper floor.

3. Update on the Operating Agreement Between the Historical Commission and the Historical Society:

Ron McAdam and Allen Butchbaker informed board members that the respective responsibilities of each body had been delineated and asked for a motion to approve the document as written. Nate Robinson made a motion to approve the agreement as written. Annie File seconded the motion and the motion carried. Alan and Ron will sign the document on behalf of each organization.

4. Update on Expenditure Policy: Chair Ron McAdam has spoken with two of the Department Heads of County agencies about their expenditure policies. They informed him that they do not have expenditure policies because they operate with employees rather than volunteer board members. Ron suggested that discussion of the expenditure policy be tabled and members of the board agreed.
5. Newton House Update: Chair Ron McAdam had called for three actions that would require board approval. The first was whether an outhouse should be acquired for the Newton House. Jean Schultz described the outhouse that had been offered. Jean made a motion that the Historical Commission accept the structure. Jane Bergman seconded the motion and the motion carried.

The second action concerned the layout of the downstairs bathroom. Ron had asked that members consider how the bathroom configuration could be improved. Any attempt at renovation could be time consuming so the board decided to postpone renovations until the fall. Board members agreed to give thought to improvements that might be made.

The third action concerned the configuration or purpose of the three upstairs rooms. Ron described two possible configurations that were being considered. Version I calls for a research room, a reading room, and a child's room. Version II calls for a display room, a library room, and an office for the Historical Society.

Members discussed the pros and cons of each configuration and did not reach consensus. The members agreed to continue thinking about this issue.

#### Status of the Ramp Alternative:

Nate Robinson reported that, while he had found several high quality electric wheel chair lifts, vendors cautioned him that because the lift would be used by the public, a commercial unit rather than a residential unit would be required. Residential units range from \$3-\$5,000 and commercial units would cost around \$30,000.00. Ron will seek guidance from the County Administrator and the person in charge of insurance to see if the county's policy would make it possible to use a residential unit.

#### Additional Discussion:

Presentation to the Board of Commissioners: Chair Ron McAdam announced that he would be making the annual presentation to the Board of Commissioners on Thursday, May 20 at 6:30. Ron intends to include a video presentation informed members of the board that they could join the meeting via Zoom.

Ad Hoc Committee with Parks Department: Chair Ron McAdam informed the board that the Ad Hoc committee had concluded their initial work two weeks ago. He reiterated that there was a possibility that the Historical Commission could be placed under the Parks department and that the Ad Hoc committee was suggesting two possible options for funding. Under option one, the County Commissioners would levy a quarter mil that would result in Parks receiving approximately \$600,000.00 annually. The second option would require a vote to request a half mil that would be included on a November 2021 ballot. This would result in an annual budget over one million dollars. The county commissioners will consider the options next month.

Allen Butchbaker reported that the Historical Society had confirmed that the antique English car club would be visiting the Newton House on Saturday July 10 from 1-2pm. The group will be bringing a box lunch and they estimate about 30 people will attend. Earlier, Allen had reminded the board that the Historical Society would have its first meeting of 2021 on June 15<sup>th</sup> at the Newton House.

Public Comment: Zane Lankford reported that she had met with Darin of North Star Landscaping about a plan for working around the stump that cannot be removed. Darin recommends bringing in topsoil and covering all but the top two inches of the stump, using ground cover, and placing the memorial stones there. Jean Schultz made a motion that we follow Darin's recommendations. Annie File seconded the motion and the motion carried.

The meeting adjourned at 7:03 p.m

Secretary,  
Jane Bergman

User: BECKYM

DB: Cass County

PERIOD ENDING 05/31/2021

| GL NUMBER                                   | DESCRIPTION                       | 2020-21<br>ORIGINAL<br>BUDGET | 2020-21<br>AMENDED<br>BUDGET | BALANCE<br>DEBIT | BALANCE<br>CREDIT |
|---------------------------------------------|-----------------------------------|-------------------------------|------------------------------|------------------|-------------------|
| Fund 296 - HISTORICAL COMMISSION FUND       |                                   |                               |                              |                  |                   |
| 296-000-001.001                             | CASH-CHEMICAL BANK                |                               |                              | 12,506.66        |                   |
| 296-000-202.000                             | ACCOUNTS PAYABLE                  |                               |                              |                  |                   |
| 296-803-003.000                             | CASH CD'S                         |                               |                              |                  |                   |
| 296-803-004.000                             | IMPREST CASH - PETTY CASH         |                               |                              | 40.00            |                   |
| 296-803-040.000                             | ACCOUNTS RECEIVABLE               |                               |                              |                  |                   |
| 296-803-202.000                             | ACCOUNTS PAYABLE                  |                               |                              |                  |                   |
| 296-803-365.000                             | RESERVE FOR ENCUMBRANCES          |                               |                              |                  |                   |
| 296-803-390.000                             | FUND EQUITY                       |                               |                              |                  | 12,855.54         |
| 296-803-400.002                             | REVENUE                           | 2,500.00                      | 2,500.00                     |                  | 8,268.39          |
| 296-803-664.000                             | INTEREST                          | 0.00                          | 0.00                         |                  |                   |
| 296-803-674.000                             | DONATIONS                         | 0.00                          | 0.00                         |                  | 1,300.00          |
| 296-803-699.101                             | TRANSFER IN - GENERAL FUND (101)  | 0.00                          | 0.00                         |                  |                   |
| 296-803-699.245                             | TRANSFER IN - PUBLIC IMPROV (245) | 0.00                          | 0.00                         |                  |                   |
| 296-803-699.999                             | FUND BALANCE ALLOCATION           | 5,500.00                      | 5,500.00                     |                  |                   |
| 296-803-701.000                             | EXPENDITURES                      | 8,000.00                      | 8,000.00                     | 9,877.27         |                   |
| Total Fund 296 - HISTORICAL COMMISSION FUND |                                   | 0.00                          | 0.00                         | 22,423.93        | 22,423.93         |



| Date                                          | JNL | Type | Description                               | Reference # | Debits       | Credits   | Balance   |
|-----------------------------------------------|-----|------|-------------------------------------------|-------------|--------------|-----------|-----------|
| Fund 296 HISTORICAL COMMISSION FUND           |     |      |                                           |             |              |           |           |
| 10/01/2020                                    |     |      | <b>296-000-001.001 CASH-CHEMICAL BANK</b> |             | 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 |
| 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  |
| 03/18/2021                                    | 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  |
| 05/11/2021                                    | CR  | RCPT | TRANSMITTAL #21-22J DONATION BY NORTH     | 20211756    | 1,888.39     |           | 7,384.46  |
| 05/14/2021                                    | CD  | CHK  | WRIGHT WAY LAWN SERVICE                   | 19110(A)    |              | 160.00    | 7,224.46  |
| 05/19/2021                                    | CR  | RCPT | TRANSMITTAL #21-23J CASS COUNTY HISTO     | 20211819    | 6,000.00     |           | 13,224.46 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19186(A)    |              | 95.97     | 13,128.49 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19186(A)    |              | 62.40     | 13,066.09 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19186(A)    |              | 399.43    | 12,666.66 |
| 05/28/2021                                    | CD  | CHK  | WRIGHT WAY LAWN SERVICE                   | 19222(A)    |              | 160.00    | 12,506.66 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19254(A)    |              | 95.97     | 12,410.69 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19254(A)    |              | 62.40     | 12,348.29 |
| 05/28/2021                                    | CD  | CHK  | MIDWEST ENERGY COOPERATIVE                | 19254(A)    |              | 399.43    | 11,948.86 |
| 05/28/2021                                    | CD  | CHK  | WRIGHT WAY LAWN SERVICE                   | 19281(A)    |              | 160.00    | 11,788.86 |
| 05/28/2021                                    | CD  | VOID | MIDWEST ENERGY COOPERATIVE                | 19186(A)    | 95.97        |           | 11,884.83 |
| 05/28/2021                                    | CD  | VOID | MIDWEST ENERGY COOPERATIVE                | 19186(A)    | 62.40        |           | 11,947.23 |
| 05/28/2021                                    | CD  | VOID | MIDWEST ENERGY COOPERATIVE                | 19186(A)    | 399.43       |           | 12,346.66 |
| 05/28/2021                                    | CD  | VOID | WRIGHT WAY LAWN SERVICE                   | 19222(A)    | 160.00       |           | 12,506.66 |
| 05/31/2021                                    |     |      | 296-000-001.001                           | END BALANCE | 10,332.96    | 11,172.53 | 12,506.66 |
| TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND |     |      |                                           |             | 10,332.96    | 11,172.53 | 12,506.66 |

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY  
Balances as of 05/31/2021

Fund 296 - HISTORICAL COMMISSION FUND

| GL Number                               | Description                                 | 2020-21<br>Orig Budget | 2020-21<br>Amended Budget | YEAR-TO-DATE<br>THRU 05/31/21                     | Available<br>Balance | %<br>Used |
|-----------------------------------------|---------------------------------------------|------------------------|---------------------------|---------------------------------------------------|----------------------|-----------|
| <b>Revenues</b>                         |                                             |                        |                           |                                                   |                      |           |
| 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                         |                      |           |
| 04/20/2021                              | CR REVENUE                                  |                        | 97331                     | 215.00 Receipt #: 20211593                        |                      |           |
| 05/11/2021                              | CR REVENUE-DONATION BY NORTH STAR LSG FOR N |                        | 97992                     | 1,888.39 Receipt #: 20211756                      |                      |           |
| 05/19/2021                              | CR REVENUE - PAINTING NEWTON HOME           |                        | 98257                     | 6,000.00 Receipt #: 20211819                      |                      |           |
| 296-803-400.002 REVENUE                 |                                             | 2,500.00               | 2,500.00                  | 8,268.39                                          | (5,768.39)           | 330.74    |
| 296-803-674.000 DONATIONS               |                                             |                        |                           |                                                   |                      |           |
| 11/13/2020                              | CR DONATIONS                                |                        | 93234                     | 1,200.00 Receipt #: 20210328                      |                      |           |
| 02/22/2021                              | CR DONATIONS                                |                        | 95753                     | 100.00 Receipt #: 20211098                        |                      |           |
| 296-803-674.000 DONATIONS               |                                             | 0.00                   | 0.00                      | 1,300.00                                          | (1,300.00)           | 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                  | 9,568.39                                          | (1,568.39)           | 119.60    |
| Total Revenues                          |                                             | 8,000.00               | 8,000.00                  | 9,568.39                                          | (1,568.39)           | 119.60    |
| <b>Expenditures</b>                     |                                             |                        |                           |                                                   |                      |           |
| 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 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'.   |                      |           |
| 01/08/2021                              | CD Check: CHEM1 18572                       |                        | 94398                     | 92.88 Check #: '18572(A) CHEM1' Vendor '06040'.   |                      |           |
| 01/08/2021                              | CD Check: CHEM1 18572                       |                        | 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'.  |                      |           |
| 02/05/2021                              | CD Check: CHEM1 18689                       |                        | 95266                     | 95.97 Check #: '18689(A) CHEM1' Vendor '06040'.   |                      |           |
| 02/05/2021                              | CD Check: CHEM1 18689                       |                        | 95266                     | 62.40 Check #: '18689(A) CHEM1' Vendor '06040'.   |                      |           |
| 02/12/2021                              | CD Check: CHEM1 1187665                     |                        | 95453                     | 847.47 Check #: '1187665 CHEM1' Vendor '06040'.   |                      |           |
| 02/17/2021                              | CD Check: CHEM1 1187670                     |                        | 95510                     | 13.80 Check #: '1187670 CHEM1' Vendor '14130'.    |                      |           |
| 02/17/2021                              | CD Check: CHEM1 1187670                     |                        | 95512                     | (13.80) Check #: '1187670 CHEM1' Vendor '14130'.  |                      |           |
| 02/17/2021                              | CD Check: CHEM1 18720                       |                        | 95513                     | 13.80 Check #: '18720(E) CHEM1' Vendor '14130'.   |                      |           |
| 02/19/2021                              | CD Check: CHEM1 1187737                     |                        | 95699                     | 750.00 Check #: '1187737 CHEM1' Vendor '03069'.   |                      |           |



REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY  
Balances as of 05/31/2021

Fund 296 - HISTORICAL COMMISSION FUND

| 2020-21                               |                         | 2020-21     |                | YEAR-TO-DATE<br>THRU 05/31/21 | Available<br>Balance | Used<br>%        |
|---------------------------------------|-------------------------|-------------|----------------|-------------------------------|----------------------|------------------|
| GL Number                             | Description             | Orig Budget | Amended Budget |                               |                      |                  |
| Expenditures                          |                         |             |                |                               |                      |                  |
| Department 803: HISTORICAL COMMISSION |                         |             |                |                               |                      |                  |
| 03/05/2021                            | CD Check: CHEM1 18795   |             | 96052          | 104.85 Check #:               | '18795(A) CHEM1'     | Vendor '06040'.  |
| 03/05/2021                            | CD Check: CHEM1 18795   |             | 96052          | 62.40 Check #:                | '18795(A) CHEM1'     | Vendor '06040'.  |
| 03/18/2021                            | CD Check: CHEM1 18876   |             | 96502          | 13.80 Check #:                | '18876(E) CHEM1'     | Vendor '14130'.  |
| 03/25/2021                            | CD Check: CHEM1 1187980 |             | 96629          | 625.00 Check #:               | '1187980 CHEM1'      | Vendor '100412'. |
| 03/26/2021                            | CD Check: CHEM1 18885   |             | 96621          | 62.40 Check #:                | '18885(A) CHEM1'     | Vendor '06040'.  |
| 03/26/2021                            | CD Check: CHEM1 18885   |             | 96621          | 95.55 Check #:                | '18885(A) CHEM1'     | Vendor '06040'.  |
| 03/26/2021                            | CD Check: CHEM1 18885   |             | 96621          | (16.44) Check #:              | '18885(A) CHEM1'     | Vendor '06040'.  |
| 03/26/2021                            | CD Check: CHEM1 18885   |             | 96621          | 573.08 Check #:               | '18885(A) CHEM1'     | Vendor '06040'.  |
| 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'.  |
| 05/14/2021                            | CD Check: CHEM1 19110   |             | 98100          | 160.00 Check #:               | '19110(A) CHEM1'     | Vendor '100090'. |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98742          | (95.97) Check #:              | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98742          | (62.40) Check #:              | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98742          | (399.43) Check #:             | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98493          | 95.97 Check #:                | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98493          | 62.40 Check #:                | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19186   |             | 98493          | 399.43 Check #:               | '19186(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19222   |             | 98529          | 160.00 Check #:               | '19222(A) CHEM1'     | Vendor '100090'. |
| 05/28/2021                            | CD Check: CHEM1 19222   |             | 98778          | (160.00) Check #:             | '19222(A) CHEM1'     | Vendor '100090'. |
| 05/28/2021                            | CD Check: CHEM1 19254   |             | 98579          | 95.97 Check #:                | '19254(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19254   |             | 98579          | 62.40 Check #:                | '19254(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19254   |             | 98579          | 399.43 Check #:               | '19254(A) CHEM1'     | Vendor '06040'.  |
| 05/28/2021                            | CD Check: CHEM1 19281   |             | 98606          | 160.00 Check #:               | '19281(A) CHEM1'     | Vendor '100090'. |
| 296-803-701.000 EXPENDITURES          |                         | 8,000.00    |                | 9,877.27                      | (1,877.27)           | 123.47           |
| Total - Dept 803                      |                         | 8,000.00    |                | 9,877.27                      | (1,877.27)           | 123.47           |
| Total Expenditures                    |                         | 8,000.00    |                | 9,877.27                      | (1,877.27)           | 123.47           |
| NET OF REVENUES AND EXPENDITURES      |                         | 0.00        | 0.00           | (308.88)                      | 308.88               |                  |

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY  
PERIOD ENDING 05/31/2021

| GL NUMBER                              | DESCRIPTION             | 2020-21<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2021<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 05/31/2021<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BGT<br>USED |
|----------------------------------------|-------------------------|---------------------------|------------------------------------------------|---------------------------------------------------------|-------------------------------------------|---------------|
| Fund 296 - HISTORICAL COMMISSION FUND  |                         |                           |                                                |                                                         |                                           |               |
| Revenues                               |                         |                           |                                                |                                                         |                                           |               |
| Dept 803 - HISTORICAL COMMISSION       |                         |                           |                                                |                                                         |                                           |               |
| 296-803-400.002                        | REVENUE                 | 2,500.00                  | 8,268.39                                       | 7,888.39                                                | (5,768.39)                                | 330.74        |
| 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                  | 9,568.39                                       | 7,888.39                                                | (1,568.39)                                | 119.60        |
| TOTAL REVENUES                         |                         | 8,000.00                  | 9,568.39                                       | 7,888.39                                                | (1,568.39)                                | 119.60        |
| Expenditures                           |                         |                           |                                                |                                                         |                                           |               |
| Dept 803 - HISTORICAL COMMISSION       |                         |                           |                                                |                                                         |                                           |               |
| 296-803-701.000                        | EXPENDITURES            | 8,000.00                  | 9,877.27                                       | 877.80                                                  | (1,877.27)                                | 123.47        |
| Total Dept 803 - HISTORICAL COMMISSION |                         | 8,000.00                  | 9,877.27                                       | 877.80                                                  | (1,877.27)                                | 123.47        |
| TOTAL EXPENDITURES                     |                         | 8,000.00                  | 9,877.27                                       | 877.80                                                  | (1,877.27)                                | 123.47        |
| Fund 296 - HISTORICAL COMMISSION FUND: |                         |                           |                                                |                                                         |                                           |               |
| TOTAL REVENUES                         |                         | 8,000.00                  | 9,568.39                                       | 7,888.39                                                | (1,568.39)                                | 119.60        |
| TOTAL EXPENDITURES                     |                         | 8,000.00                  | 9,877.27                                       | 877.80                                                  | (1,877.27)                                | 123.47        |
| NET OF REVENUES & EXPENDITURES         |                         | 0.00                      | (308.88)                                       | 7,010.59                                                | 308.88                                    | 100.00        |



## Cass County Historical Commission

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My last annual report was delivered in November of 2019. I had hoped to deliver this one the following winter or spring, but we all know why that did not happen.

I'd like to review some of the issues the HC board has dealt with in the last year and a half and to describe some of the progress we have made in our 4 basic areas of responsibility. These areas are what I refer to as Publications; Outreach; Red Brick School; Newton House.

In November of 2019 our board voted, after much soul searching and ringing of hands, to no longer have a full-time caretaker living in the upstairs apartment. There had been, for 40 years or so, someone or a family living there and assisting with upkeep. They paid a small monthly contribution towards the utilities. We decided that 1. We could save some money in the winter by keeping the heat turned down, which we did this past winter. And 2, we wanted to utilize the 3 room apartment for other purposes. I am happy to say that we have just finished repainting these rooms and are setting them up both as added museum display space and as a library with books and periodicals for visitors to study and enjoy.

Throughout 2020 our board continued to meet monthly, by Zoom. In April we met in person for the first time in over a year. Last week we held our meeting at the Newton House to see some of the changes that have taken place and to discuss other changes we have in the works.

The publications sub-committee has been making a concerted effort to sell down our inventory of books. Our newest board member, Amy East, has a background in copy writing and editing. She and I have started work on updating for re-printing 2 of our publications. One is called Reflections, an architectural guide by township. The other book we hope to do first is the Tour Book.

The Outreach sub-committee have been doing several things. One is reaching out to township supervisors to see if they have stashed away items of historical interest, such as records or photos, which we would assist in archiving. Another thing we have been doing is working on a strategy to market the history of the county and the facilities we oversee. We have reached many people through the FB page we built several years ago. We need to have a more diverse and thoughtful link on the county website. A work in progress. We are actively working with the Road Commission on signage for the Newton House Museum utilizing the existing signage for Russ Forest County Park. And we are working with the Parks dept on linking the Newton House with the Park by creating a trail. Also, we plan to develop a brief history of the Newton family, the woods and the house to be placed on a sign where the trail starts in the park. A second sign at the house will describe the architecture and the time period the house was constructed.

The Red Brick School sub-committee has mostly been inactive. In 2019 I reported to the commissioners that the administrator at the time told me the lease we had in effect with the Cassopolis School Corp since the mid 1970s was no longer in effect, that the School Corp had other plans for it. In February of 2020 several board members accompanied me to a meeting with the school superintendent, to discuss this situation. We were told that there had been a misunderstanding, and that they wanted to keep our lease in effect. The school authorized a structural assessment to be completed on this building (WHICH BY THE WAY IS THE ONLY BRICK ONE ROOM SCHOOL IN OUR AREA THAT IS STILL SET UP A SCHOOL). The assessment recommended some repairs to the foundation and the masonry. We had a quote to repair these areas which was \$7-10K. Last year the school superintendent suggested that they would give this property to Cass County. Our board felt that if we owned it, it would be more agreeable to ask for further funding from the commissioners to accomplish these needed repairs, and to spiff up interior and the grounds to resume tours. Currently discussions are still ongoing about the transfer of title.

The last of our main responsibilities and the one that seems to take the most of our time, efforts and funds, is the Newton House. To refresh your memories about the formation of the HC- in 1973 the Historical Society of Cass County approached MSU about leasing to them the Newton House and grounds, for a museum and as a notable historical site. Prior to that it had been used as a residence for the foresters working in the MSU owned Newtons Woods. When the house was no longer needed by MSU it fell into disrepair. MSU would not make a lease with the HS as they were a volunteer organization and did not have standing in the county government. The HS approached the commissioners at the time and asked for assistance. In 1974 the Cass County Historical Commission was formed as a county board, primarily to be the leaseholder for the Newton



House. The lease has been in effect since then. The commission has the responsibility of maintenance and upkeep of the house and grounds. We pay the bills with funding from the BOC. Through the years the HS has been our programming arm. Along with the tours we offer during the summer months, the HS hosts several events there every summer. At the last Fall Festival there in 2019 more than 200 people attended. Last summer we had 2 special events scheduled there which were postponed due to COVID. One was an outdoor wedding with the reception to be in the house. The other was an afternoon visit the Kalamazoo Antique Car Club as part a day long rally event. I'm happy that event is taking place in July, which we hope to make into a public viewing event. In the past year a Friends of the Newton House group has been formed to assist with cleaning and landscaping efforts. To date more than 200 hours have been donated by volunteers towards these efforts.