



Cass County Historical Commission

Officers: Ron McAdam, Chairperson, Vice Chairperson - Allen Butchbaker - Jane Bergman, Secretary/Treasurer - Member at-Large: Dianna McGrew - Ann File - Jean Schultz - Nate Robinson - Amy East - Matthew Bussler

BOARD MEETING AGENDA

Kincheloe Room
Cass County Building
120 N. Broadway
Cassopolis, MI 49031

NOVEMBER 18, 2021 – 5:00 p.m.

- I. Call to Order - *Chairperson Ron McAdam***
- II. Introduction of New Member**
- III. Roll Call**
- IV. Approval of the Agenda**
- V. Approval of Minutes**
 - a. October 14, 2021 meeting
- VI. Financial Report**
- VII. Bills**
- VIII. Committee Reports**
 1. Newton House
 2. Red Brick school
 3. Outreach and Publications
- IX. Old Business**
 1. Lease Updates
 2. Newton House painting project
 3. Dehumidifiers for Newton House
- VIII. New Business Walking tour of Cassopolis**
 1. New driving tour of Cassopolis
- IX. Public Comment**
- X. Adjournment**

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date October 14, 2021

Time: 5:10 p.m.

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

Also present: Administrator Jeff Carmen, Zane Lankford.

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

Approval of the Agenda: A motion was made by Dianna McGrew to approve the agenda with the addition of a discussion of grant opportunities suggested by Amy East. Nate Robinson seconded and the motion carried.

Approval of Minutes: Amy East pointed out two corrections to be made to the minutes from September 9, 2021: under the Outreach and Publications committee report the text should read NRCS personnel and MSU undergraduates would be conducting ground penetrating radar studies. Amy East made a motion to approve the September 9, 2021 minutes with these corrections. Seconded by Dianna McGrew and the motion carried.

Financial Report: A motion was made by Nate Robinson to approve the financial report. Seconded by Jane Bergman and the motion carried. Chair Ron McAdam noted that Jennifer Rentfrow is preparing the financial statements.

Bills: A motion was made by Amy East to approve payment of the September bills. Seconded by Dianna McGrew and the motion carried. Chair Ron McAdam mentioned that the billing from Wrightway Lawn Services appeared to be excessive. Ron asked Nate Robinson to contact Wrightway to look into the charges and to get an itemized invoice.

Subcommittee Reports:

1. The Newton House: Chair Ron McAdam reported that he had received a quote from Martin Fencing to run fencing along the road in front of the Newton House. The estimated cost is \$4,700. Ron also reported that the Historical Commission had received \$430 in proceeds from the Fall Festival, \$330 in book sales and \$100 given by the Historical Society for use of the property. He reiterated that the Fall Festival had been highly successful.

Jean Schultz suggested that, going forward, it will be important to revisit our list of projects for the Newton House and to prioritize items on the list.

Amy East notified the board members that the ground penetrating radar studies would be taking place on the following day, Friday, September 10.

2. The Red Brick School: Jean Schultz informed the board members that she had spoke with the interim superintendent of the Cassopolis school system about the status of the Red Brick School. Jean learned that the school system was waiting to learn what the county Board of Commissioners determined that they wanted to do with the Red Brick School. Chair Ron McAdam agreed to contact the interim superintendent to clarify where things stood.
3. Outreach and Publications: Amy East reported that she and Chair Ron McAdam had met with Barbara Gordon to discuss the disposition of the historical photographs that had recently been donated to the library and the Historical Commission. These date from the 1850's and include images of members of the Newton family (George Newton's two nieces). Amy plans to contact Michigan State University to see if they can recommend how best to preserve them and to see if they would be willing to scan and digitize the originals so that copies could be kept and perhaps enlarged to be displayed at the Newton House. Barbara Gordon will also investigate avenues for preserving and copying the images.

Chair Ron McAdam informed board members that he had received a copy of a recently released traveler's journal that mentions Cass County.

Old Business:

1. Newton House Lease: Chair Ron McAdam directed board members attention to two letters addressed to Rhonda Riley outlining provisions the Historical Commission would like to include in a new lease. Ron asked that board members review the two letters, make additions or corrections and be prepared to discuss them at the November meeting.

Administrator Carmen commented on how exciting the renewed interest in the Newton House could potentially be and suggested the board consider asking MSU to possibly donate the property to the county.

2. Newton House Painting: Chair Ron McAdam reported that MSU had confirmed that painting of the exterior of the Newton House would be considered the responsibility of the lessee. In light of that, Ron suggested that we secure three quotes to begin the process.

Administrator Carmen informed the board that if the Newton House is considered a county building, painting is routine maintenance and would be covered.

Ron reported that the cost of dehumidifiers for the Newton House would be \$140 each. He suggested one be placed in the basement and one on the main floor in the kitchen.

New Business:

1. Revision/Updating Publications: Amy East reported that Barbara Gordon of the Cass District Library mentioned that a patron had inquired about a walking tour of Cassopolis. The driving tour compiled by Barbara Cook is now out of stock. The Historical Commission will consider possibly reworking this publication and developing a walking tour guide. Cue codes could be added to any new editions.

Administrator Carmen expressed interest in perhaps dividing the county into quadrants and enlisting the GIS department to help plan routes to the various historic sites. He felt it might be useful to organize a trip for board members to the sites using county transport.

2. Grant Opportunities: Amy East distributed a table listing grants that might support some of the Historical Commission's projects. Amy intends to work on the MEC grant application first and she asked board members to email her their priorities for projects in the \$5,000 range. She will make the focus of the grant(s) accessibility.

Administrator Carmen informed board members that the county had been reapportioned and that as of January 2023 there will be eight commissioners serving on the county board.

The meeting adjourned at 7:00 p.m.

Secretary,

Jane Bergman

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

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 296 HISTORICAL COMMISSION FUND							
10/01/2021			296-000-001.001 CASH - HUNTINGTON BANK		BEG. BALANCE		11,088.86
10/04/2021	CR	RCPT	TRANSMITTAL #22-1J OCTOBER 4, 2021	20220028	44.17		11,133.03
10/05/2021	CR	RCPT	TRANSMITTAL #22-2J OCTOBER 4, 2021	20220032	417.00		11,550.03
10/14/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	1190098		100.00	11,450.03
10/15/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	19916(A)		118.21	11,331.82
10/15/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	19916(A)		61.29	11,270.53
10/15/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	19916(A)		55.09	11,215.44
10/28/2021	CR	RCPT	TRANSMITTAL #22-6J CASS COUNTY HISTO	20220215	30.00		11,245.44
10/31/2021			296-000-001.001	END BALANCE	491.17	334.59	11,245.44
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					491.17	334.59	11,245.44

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 10/31/2021

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Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 10/31/21	Available Balance	% Used
Revenues						
Department 803: HISTORICAL COMMISSION						
400.002	REVENUE					
10/04/2021	CR REVENUE-DONATIONS FROM RED BRICK SCHOOL		102741	44.17 Receipt #: 20220028		
10/05/2021	CR REVENUE-HISTORICAL BOOK SALES		102756	330.00 Receipt #: 20220032		
10/05/2021	CR REVENUE-DONAT. FALL HARVEST EVENT AT NEW		102756	87.00 Receipt #: 20220032		
10/28/2021	CR REVENUE - CC HISTORICAL COMMISSION		103614	30.00 Receipt #: 20220215		
400.002	REVENUE	2,500.00	2,500.00	491.17	2,008.83	19.65
699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00	0.00	5,500.00	0.00
Total - Dept 803		8,000.00	8,000.00	491.17	7,508.83	6.14
Total Revenues		8,000.00	8,000.00	491.17	7,508.83	6.14
Expenditures						
Department 803: HISTORICAL COMMISSION						
701.000	EXPENDITURES					
10/01/2021	JE MIDWEST ENERGY		103677	(100.00) JE: '0' Ref Num1: '26451		
10/01/2021	JE MIDWEST ENERGY COOPERATIVE		103696	(118.21) JE: '0' Ref Num1: '26459		
10/01/2021	JE MIDWEST ENERGY COOPERATIVE		103696	(61.29) JE: '0' Ref Num1: '26459		
10/14/2021	CD Check: CHEM1 1190098		103084	100.00 Check #: '1190098 CHEM1' Vendor '06040'.		
10/15/2021	CD Check: CHEM1 19916		102966	118.21 Check #: '19916(A) CHEM1' Vendor '06040'.		
10/15/2021	CD Check: CHEM1 19916		102966	61.29 Check #: '19916(A) CHEM1' Vendor '06040'.		
10/15/2021	CD Check: CHEM1 19916		102966	55.09 Check #: '19916(A) CHEM1' Vendor '06040'.		
701.000	EXPENDITURES	8,000.00	8,000.00	55.09	7,944.91	0.69
Total - Dept 803		8,000.00	8,000.00	55.09	7,944.91	0.69
Total Expenditures		8,000.00	8,000.00	55.09	7,944.91	0.69
NET OF REVENUES AND EXPENDITURES		0.00	0.00	436.08	(436.08)	

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
PERIOD ENDING 10/31/2021

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 296 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 803 - HISTORICAL COMMISSION						
296-803-400.002	REVENUE	2,500.00	491.17	491.17	2,008.83	19.65
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	491.17	491.17	7,508.83	6.14
TOTAL REVENUES		8,000.00	491.17	491.17	7,508.83	6.14
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	55.09	55.09	7,944.91	0.69
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	55.09	55.09	7,944.91	0.69
TOTAL EXPENDITURES		8,000.00	55.09	55.09	7,944.91	0.69
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	491.17	491.17	7,508.83	6.14
TOTAL EXPENDITURES		8,000.00	55.09	55.09	7,944.91	0.69
NET OF REVENUES & EXPENDITURES		0.00	436.08	436.08	(436.08)	100.00

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TRIAL BALANCE REPORT FOR CASS COUNTY
PERIOD ENDING 10/31/2021

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 296 - HISTORICAL COMMISSION FUND					
296-000-001.001	CASH - HUNTINGTON BANK			11,245.44	
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		491.17
296-803-664.000	INTEREST	0.00	0.00		
296-803-674.000	DONATIONS	0.00	0.00		
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	55.09	
Total Fund 296 - HISTORICAL COMMISSION FUND					
DEFICIENCY OF REVENUES/EXPENDITURES - 2020-21		0.00	0.00	2,006.18 13,346.71	13,346.71