



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 - Nate Robinson - Amy East - Matthew Bussler

Ronald McAdam is inviting you to a scheduled Zoom meeting.

Topic: Ronald McAdam's Personal Meeting Room

Topic: HC Zoom Meeting

Time: Jan 13, 2022 05:00 PM America/Detroit

Join Zoom Meeting

<https://us02web.zoom.us/j/85374429772?pwd=dWpyYVpyYURXN1Vkd3I3b29aSFM4dz09>

Meeting ID: 853 7442 9772

Passcode: 210127

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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

JANUARY 13, 2022 – 5:00 p.m.

- I. **Call to Order** - *Chair Ron McAdam*
- II. **Roll Call**
- III. **Approval of the Agenda**
- IV. **Approval of Minutes**
 - a. December 9, 2021 meeting
- V. **Financial Report**
- VI. **Bills**
- VII. **Committee Reports**
 1. **Newton House**
 2. **Red Brick school**
 3. **Outreach and Publications**
- VIII. **Old Business**
 1. **Leases**
 2. **Driving tour volunteers**
- VIII. **New Business**
 1. **Historic Courthouse Presentation**
 2. **2022 Committee assignments**
- IX. **Public Comment**
- X. **Adjournment**

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date: December 9, 2021

Time: 5:10 p.m.

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

Also present: Zane Lankford.

The meeting was called to order by Chair Ron McAdam at 5:10 p.m.

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

Approval of Minutes: A motion was made by Dianna McGrew to approve the minutes, seconded by Annie File and motion carried.

Financial Report: A motion was made by Dianna McGrew to approve the financial report, seconded by Nate Robinson and motion carried.

Bills: Chair Ron McAdam explained the payment listed to Creative Vinyl was for another production run of the tote bags used to contain the books that the Historical Commission sells. A motion was made by Nate Robinson to approve payment of the December bills, seconded by Annie File and motion carried.

Committee Reports:

The Newton House: Chair Ron McAdam gave an update on work underway at the Newton House. The cabinets in the utility kitchen have been emptied and Ron and Nate will remove the old cabinets. Becky McGrew of Hannapel will develop a plan for replacement cabinets. Ron will verify that Hannapel intends to provide the cabinets at no cost.

Jean Schultz agreed to contact Mrs. Greg Nichols to set up an appointment for Greg Nichols to meet Ron and Nate at the Newton House to assess the flooring in the downstairs bathroom and perhaps the summer kitchen. Priority will be given to the bathroom and the stairways. Refinishing the floor in the summer kitchen may have to wait.

The Red Brick School: Chair Ron McAdam informed the board that there were no new developments to report. He reiterated that the school is awaiting a written offer on the building, but the county's Properties Committee has decided to postpone any decision on the Red Brick School until the Spring.

Annie File suggested that we contact committee members again after the first of the year to encourage them to take action.

Ron mentioned an idea under consideration by the Historical Society. The Society could consider making an offer on the building and the property to the school system.

Old Business:

Lease Updates: The Newton House – Chair Ron McAdam reported that he had completed the suggested

revisions to the letters addressed to Rhonda Riley of Michigan State University. Ron removed mention of the potential involvement of the Pokagon band in an interpretive park as Matt Bussler had suggested. Matt and the other members agreed that the letters could now be sent to MSU.

Matt reported that the Traditions and Repatriation Committee would extend an invitation to Amy East to attend their upcoming meeting to begin a discussion of how the Historical Commission might collaborate. Amy had not been feeling well and Matt agreed that Ron could attend in her stead.

The status of the lease for the Red Brick school was reported above.

The Newton House Painting Project: Ron reiterated that the county's Properties Committee plans to issue Requests for Proposals in Sprint 2022 and it is highly unlikely that the work will be completed in 2022.

Dehumidifiers for the Newton House: Chair Ron McAdam purchased the dehumidifiers and he and Nate Robinson had installed one in the basement and planned to locate one on the first floor.

New Business:

Walking Tour of Cassopolis: Amy East and Ron McAdam met with Barbara Gordon and have decided to focus first on the downtown business district, from the funeral home to Stone lake. They envision a brochure that contains a map leading to signs that will display cue codes.

New Driving Tour of Cass County: Chair Ron McAdam explained that Outreach and Publications was considering organizing a new revised publication of the county driving tour by quadrants. The publication would include a map of each quadrant that features a reasonable number of stops where signs with cue codes would be posted. Ron asked that each board members volunteer to work on one of the quadrants to identify sites of interest and a route that would be reasonable. Ron suggested that eventually there might be guided tours using public buses.

Meeting Dates for 2022: Nate Robinson made a motion to approve the meeting dates for 2022. Annie File seconded and the motion carried.

The meeting adjourned at 5:59 pm.

Secretary,

Jane L. Bergman

01/07/2022 04:22 PM
User: JENNIFERR
DB: Cass County

TRIAL BALANCE REPORT FOR CASS COUNTY
PERIOD ENDING 12/31/2021

Page: 1/1

GL NUMBER	DESCRIPTION	2021-22		BALANCE DEBIT	BALANCE CREDIT
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET		
Fund 296 - HISTORICAL COMMISSION FUND					
296-000-001.001	CASH - HUNTINGTON BANK			3,629.98	
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		656.17
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	1,515.55	
Total Fund 296 - HISTORICAL COMMISSION FUND					
DEFICIENCY OF REVENUES/EXPENDITURES - 2020-21		0.00	0.00	8,326.18 13,511.71	13,511.71

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 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	656.17	20.00	1,843.83	26.25
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	656.17	20.00	7,343.83	8.20
TOTAL REVENUES		8,000.00	656.17	20.00	7,343.83	8.20
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	1,515.55	139.70	6,484.45	18.94
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	1,515.55	139.70	6,484.45	18.94
TOTAL EXPENDITURES		8,000.00	1,515.55	139.70	6,484.45	18.94
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	656.17	20.00	7,343.83	8.20
TOTAL EXPENDITURES		8,000.00	1,515.55	139.70	6,484.45	18.94
NET OF REVENUES & EXPENDITURES		0.00	(859.38)	(119.70)	859.38	100.00

Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 12/31/21	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		
11/19/2021	CR REVENUE-HISTORICAL COMMISSION BOOK SALES		104195	120.00 Receipt #: 20220326		
11/30/2021	CR REVENUE		104413	25.00 Receipt #: 20220388		
12/06/2021	CR REVENUE - DIANE C. HORA-HISTORY CASSCTY		104512	20.00 Receipt #: 20220431		
400.002	REVENUE	2,500.00	2,500.00	656.17	1,843.83	26.25
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	656.17	7,343.83	8.20
Total Revenues		8,000.00	8,000.00	656.17	7,343.83	8.20
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		
10/01/2021	JE WRIGHT WAY LAWN SERVICE		105187	(320.00) JE: '0' Ref Num1: '26573		
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'.		
10/15/2021	CD Check: CHEM1 1990397		103796	95.00 Check #: '1190397 CHEM1' Vendor '08100'.		
11/12/2021	CD Check: CHEM1 20025		103840	61.29 Check #: '20025(A) CHEM1' Vendor '06040'.		
11/12/2021	CD Check: CHEM1 20025		103840	61.44 Check #: '20025(A) CHEM1' Vendor '06040'.		
11/12/2021	CD Check: CHEM1 20028		103843	480.00 Check #: '20028(A) CHEM1' Vendor '100090'.		
11/12/2021	CD Check: CHEM1 20084		104100	13.17 Check #: '20084(E) CHEM1' Vendor '14130'.		
11/26/2021	CD Check: CHEM1 1190641		104263	422.00 Check #: '1190641 CHEM1' Vendor '03356'.		
11/26/2021	CD Check: CHEM1 20111		104324	357.96 Check #: '20111(A) CHEM1' Vendor '100376'.		
11/26/2021	CD Check: CHEM1 20111		104324	149.90 Check #: '20111(A) CHEM1' Vendor '100376'.		
12/10/2021	CD Check: CHEM1 20198		104678	61.44 Check #: '20198(A) CHEM1' Vendor '06040'.		
12/10/2021	CD Check: CHEM1 20198		104678	65.21 Check #: '20198(A) CHEM1' Vendor '06040'.		
12/13/2021	CD Check: CHEM1 20202		104918	13.05 Check #: '20202(E) CHEM1' Vendor '14130'.		
12/24/2021	CD Check: CHEM1 1190944		105078	6,000.00 Check #: '1190944 CHEM1' Vendor 'MISC'.		
12/28/2021	JE HISTORICAL SOCIETY		105190	(6,000.00) JE: '0' Ref Num1: '26576		
701.000	EXPENDITURES	8,000.00	8,000.00	1,515.55	6,484.45	18.94
Total - Dept 803		8,000.00	8,000.00	1,515.55	6,484.45	18.94
Total Expenditures		8,000.00	8,000.00	1,515.55	6,484.45	18.94
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(859.38)	859.38	

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
11/12/2021	CD	CHK	HAAS SYSTEMS, INC.	1190397		95.00	11,150.44
11/12/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	20025(A)		61.29	11,089.15
11/12/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	20025(A)		61.44	11,027.71
11/12/2021	CD	CHK	WRIGHT WAY LAWN SERVICE	20028(A)		480.00	10,547.71
11/12/2021	CD	CHK	INDIANA MICHIGAN POWER	20084(E)		13.17	10,534.54
11/19/2021	CR	RCPT	TRANSMITTAL #22-9J HISTORICAL COMMIS	20220326	120.00		10,654.54
11/26/2021	CD	CHK	CREATIVE VINYL	1190641		422.00	10,232.54
11/26/2021	CD	CHK	RONALD MCADAM	20111(A)		357.96	9,874.58
11/26/2021	CD	CHK	RONALD MCADAM	20111(A)		149.90	9,724.68
11/30/2021	CR	RCPT	TRANSMITTAL #22-01 CATHY LAPOINTE-CA	20220388	25.00		9,749.68
12/06/2021	CR	RCPT	TRANSMITTAL #22-2 DIANE C. HORA-HIST	20220431	20.00		9,769.68
12/10/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	20198(A)		61.44	9,708.24
12/10/2021	CD	CHK	MIDWEST ENERGY COOPERATIVE	20198(A)		65.21	9,643.03
12/13/2021	CD	CHK	INDIANA MICHIGAN POWER	20202(E)		13.05	9,629.98
12/24/2021	CD	CHK	CASS COUNTY HISTORICAL SOCIETY	1190944		6,000.00	3,629.98
12/31/2021			296-000-001.001	END BALANCE	656.17	8,115.05	3,629.98
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					656.17	8,115.05	3,629.98