



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: HC Zoom Invitation

Time: Mar 10, 2022 05:00 PM America/Detroit

Join Zoom Meeting

<https://us02web.zoom.us/j/81692885657?pwd=Y3k5YnQzcmNLMGpmQVFLRnFIQjZZUT09>

Meeting ID: 816 9288 5657

Passcode: 973444

One tap mobile

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BOARD MEETING AGENDA

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

MARCH 10, 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. January 13, 2022 meeting
- V. Financial Report
- VI. Bills
- VII. Old Business
 1. Leases
 2. Driving tour volunteers
- VIII. New Business
- VIII. Committee Reports
 1. Newton House
 2. Outreach
- IX. Public Comment
- IX. Adjournment

YOU CAN ATTEND BY ZOOM BUT THAT DOES NOT COUNT TOWARDS A QUORUM AND YOU CANNOT VOTE ON ANY AGENDA ITEMS

**CASS COUNTY HISTORICAL COMMISSION
MEETING MINUTES**

Date January 13, 2022

Time: 5:02 p.m.

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

Also present: Zane Lankford.

Meeting was called to order by Chair Ron McAdam at 5:02 p.m.

Chair Ron McAdam opened the meeting with a request to amend the agenda to move the progress report on the Historic Courthouse by Matt Newton, Deputy County Administrator, that appeared under New Business ahead of the committee reports and the discussion of Old Business.

Approval of Agenda: A motion was made by Amy East to approve the agenda for the January 13th meeting as amended. Seconded by Allen Butchbaker and the motion carried.

Approval of Minutes: A motion was made by Dianna McGrew to approve the minutes of December 9, 2021. Seconded by Annie File and motion carried.

Financial Report: Ron McAdam reported that current cash on hand was \$3,629.98 and reflects the return of the \$6,000 donation from the Historical Society for painting of the exterior of the Newton House. A motion was made by Annie File to approve the financial report. Seconded by Amy East and motion carried.

Bills: A motion was made by Jean Schultz to approve payment of the January bills. Seconded by Annie File and motion carried.

Presentation: Progress Report on the Historic Courthouse by Matt Newton, Deputy Administrator

Deputy Administrator Newton gave a report on the progress that has been made to date on the project to renovate the Historic Courthouse. He provided a broad overview of the initial work completed by the design firm describing the firm's commitment to restoring some of the distinctive historical elements of the building while making it a workable space for the county offices. He outlined the proposed location for various offices and the overall intention of maintaining the historic look and feel of the building. He anticipates that the definitive design could be completed in three to five months with plans readied for

a construction company. He suggested that construction could begin by summer of this year.

Mr. Newton also informed board members about a potential use for the annex. He explained that Tri County Head Start is exploring the possibility of locating their offices along with their early childhood program in the space.

Committee Reports:

1. Newton House Update: Ron McAdam and Nate Robinson investigated the plumbing and decided to postpone disabling it until the end of January.
2. Red Brick School: Progress is on hold until the county's Property Committee moves forward.
3. Outreach and Publications: Neither Ron McAdam nor Amy East had anything to report.

Old Business:

1. Leases: Ron McAdam reported that there were no new developments on either of the leases.
2. Driving Tour Volunteers: Ron McAdam asked members of the board to consider which of the four quadrants of the county they would like to focus on as we look to update and restructure the publication that outlines a driving tour of Cass County. Several members indicated their preferences. Annie File would like to work on the North West quadrant, Jean Schultz chose the North East, Amy East chose the South East, and Ron McAdam chose the South West. Ron agreed to draw up a map of the county that delineates the quadrants and email it to each board member.

New Business:

1. Committee Assignments 2022: Ron McAdam mentioned that the Historical Commission will consider committee assignments for 2022.

Additional Discussion:

Annie File requested a copy of the Historical Commission's by laws.

Jean Schultz stressed the importance of developing a central calendar showing events planned by the Historical Commission and the Historical Society.

Public Comment:

Zane Lankford inquired about progress on the design of the utility kitchen and the availability of cabinets from Hannapel. Ron McAdam explained that Hannapel would be revamping their showrooms over the next several months and would know then what they could make available.

The meeting adjourned at 6:01 p.m.

Secretary,

Jane L. Bergman

GL NUMBER	DESCRIPTION	2021-22		BALANCE DEBIT	BALANCE CREDIT
		ORIGINAL BUDGET AMENDED	2021-22 BUDGET		
Fund 296 - HISTORICAL COMMISSION FUND					
296-000-001.001	CASH - HUNTINGTON BANK			1,369.81	
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	3,775.72	
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

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 PERIOD ENDING 02/28/2022

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2022 (ABNORMAL)	MONTH 02/28/2022 INCREASE (DECREASE)	
Fund 296 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 803 - HISTORICAL COMMISSION						
296-803-400.002	REVENUE	2,500.00	656.17	0.00	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	0.00	7,343.83	8.20
TOTAL REVENUES		8,000.00	656.17	0.00	7,343.83	8.20
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	3,775.72	1,659.18	4,224.28	47.20
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	3,775.72	1,659.18	4,224.28	47.20
TOTAL EXPENDITURES		8,000.00	3,775.72	1,659.18	4,224.28	47.20
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	656.17	0.00	7,343.83	8.20
TOTAL EXPENDITURES		8,000.00	3,775.72	1,659.18	4,224.28	47.20
NET OF REVENUES & EXPENDITURES		0.00	(3,119.55)	(1,659.18)	3,119.55	100.00

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 Balances as of 02/28/2022

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Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 02/28/22	Available Balance	% Used
Revenues						
Department 803:	HISTORICAL COMMISSION					
400.002	REVENUE					
10/04/2021	CR		102741	44.17	Receipt #:	20220028
10/05/2021	CR		102756	330.00	Receipt #:	20220032
10/05/2021	CR		102756	87.00	Receipt #:	20220032
10/28/2021	CR		103614	30.00	Receipt #:	20220215
11/19/2021	CR		104195	120.00	Receipt #:	20220326
11/30/2021	CR		104413	25.00	Receipt #:	20220388
12/06/2021	CR		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		103677	(100.00)	JE: '0'	Ref Num1: '26451
10/01/2021	JE		103696	(118.21)	JE: '0'	Ref Num1: '26459
10/01/2021	JE		103696	(61.29)	JE: '0'	Ref Num1: '26459
10/01/2021	JE		105187	(320.00)	JE: '0'	Ref Num1: '26573
10/14/2021	CD		103084	100.00	Check #:	'1190098' CHEM1' Vendor '06040'.
10/15/2021	CD		102966	118.21	Check #:	'19916(A)' CHEM1' Vendor '06040'.
10/15/2021	CD		102966	61.29	Check #:	'19916(A)' CHEM1' Vendor '06040'.
10/15/2021	CD		102966	55.09	Check #:	'19916(A)' CHEM1' Vendor '06040'.
11/12/2021	CD		103796	95.00	Check #:	'1190397' CHEM1' Vendor '08100'.
11/12/2021	CD		103840	61.29	Check #:	'20025(A)' CHEM1' Vendor '06040'.
11/12/2021	CD		103840	61.44	Check #:	'20025(A)' CHEM1' Vendor '06040'.
11/12/2021	CD		103843	480.00	Check #:	'20028(A)' CHEM1' Vendor '100090'.
11/12/2021	CD		104100	13.17	Check #:	'20084(E)' CHEM1' Vendor '14130'.
11/26/2021	CD		104263	422.00	Check #:	'1190641' CHEM1' Vendor '03356'.
11/26/2021	CD		104324	357.96	Check #:	'20111(A)' CHEM1' Vendor '100376'.
11/26/2021	CD		104324	149.90	Check #:	'20111(A)' CHEM1' Vendor '100376'.
12/10/2021	CD		104678	61.44	Check #:	'20198(A)' CHEM1' Vendor '06040'.
12/10/2021	CD		104678	65.21	Check #:	'20198(A)' CHEM1' Vendor '06040'.
12/13/2021	CD		104918	13.05	Check #:	'20202(E)' CHEM1' Vendor '14130'.
12/24/2021	CD		105078	6,000.00	Check #:	'1190944' CHEM1' Vendor 'MISC'.
12/28/2021	JE		105190	(6,000.00)	JE: '0'	Ref Num1: '26576
01/07/2022	CD		105447	62.36	Check #:	'20285(A)' CHEM1' Vendor '06040'.
01/07/2022	CD		105447	52.44	Check #:	'20285(A)' CHEM1' Vendor '06040'.
01/07/2022	CD		105447	473.14	Check #:	'20285(A)' CHEM1' Vendor '06040'.
01/13/2022	CD		105928	13.05	Check #:	'20353(E)' CHEM1' Vendor '14130'.
02/04/2022	CD		106192	61.10	Check #:	'20388(A)' CHEM1' Vendor '06040'.
02/04/2022	CD		106192	60.59	Check #:	'20388(A)' CHEM1' Vendor '06040'.
02/04/2022	CD		106192	457.15	Check #:	'20388(A)' CHEM1' Vendor '06040'.
02/18/2022	CD		106571	550.00	Check #:	'1191439' CHEM1' Vendor '03220'.
02/18/2022	CD		106606	205.34	Check #:	'1191474' CHEM1' Vendor '19210'.
02/18/2022	CD		106673	325.00	Check #:	'20458(A)' CHEM1' Vendor '100090'.
701.000	EXPENDITURES	8,000.00	8,000.00	3,775.72	4,224.28	47.20

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 02/28/2022

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Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 02/28/22	Available Balance	% Used
Expenditures						
Department 803: HISTORICAL COMMISSION						
Total - Dept 803		8,000.00	8,000.00	3,775.72	4,224.28	47.20
Total Expenditures		8,000.00	8,000.00	3,775.72	4,224.28	47.20
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(3,119.55)	3,119.55	

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
01/07/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20285(A)		62.36	3,567.62
01/07/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20285(A)		52.44	3,515.18
01/07/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20285(A)		473.14	3,042.04
01/13/2022	CD	CHK	INDIANA MICHIGAN POWER	20353(E)		13.05	3,028.99
02/04/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20388(A)		61.10	2,967.89
02/04/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20388(A)		60.59	2,907.30
02/04/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20388(A)		457.15	2,450.15
02/18/2022	CD	CHK	CASS COUNTY ROAD COMMISSION	1191439		550.00	1,900.15
02/18/2022	CD	CHK	RATHCO SAFETY SUPPLY, INC.	1191474		205.34	1,694.81
02/18/2022	CD	CHK	WRIGHT WAY LAWN SERVICE	20458(A)		325.00	1,369.81
02/28/2022			296-000-001.001	END BALANCE	656.17	10,375.22	1,369.81
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					656.17	10,375.22	1,369.81