



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

NEWTON HOME

20689 Marcellus Hwy.

Decatur, MI 49045

Cassopolis, MI 49031

APRIL 14, 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. March 10, 2022 meeting
- V. Financial Report
- VI. Bills
- VII. Old Business
 1. Matt Newton letter
 2. Brick paver plans
- VIII. New Business
 1. Newton kitchen
 2. Bath plans
- IX. Committee Reports
 1. Newton House
 2. Outreach
- IX. Public Comment
- X. Adjournment

INTERNET IS NOT AVAILABLE AT NEWTON HOME SO THERE WILL BE NO ZOOM PARTICIPATION

120 N. Broadway, Suite 200 ♦ Cassopolis, MI 49031 ♦ Telephone (269) 445-4420 ♦ Fax (269) 445-8978

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date: March 10, 2022

Time: 5:00 p.m.

Board Members present: Ron McAdam X, Allen Butchbaker X, Jane Bergman X , Dianna McGrew X, Nate Robinson X, Jean Schultz X.

Also present: Zane Lankford.

Meeting was called to order by Chair Ron McAdam at 5:15 p.m.

Approval of the Agenda: Chair Ron McAdam requested that two items be added to the agenda. Under New Business a discussion of an accession policy would be added, and under Old Business a discussion of possible uses for the large room upstairs at the Newton House. A motion was made by Dianna McGrew to amend the agenda and was seconded by Allen Butchbaker. The motion carried.

Approval of Minutes: A motion was made by Nate Robinson to approve the minutes of January 13, 2022. Seconded by Dianna McGrew and the motion carried.

Financial Report: Chair Ron McAdam pointed out that the current cash balance stood at \$1,369.81. A motion was made by Allen Butchbaker to approve the financial report. Seconded by Nate Robinson and motion carried.

Bills: Chair Ron McAdam pointed out a recent invoice from Wrightway Lawn Service and asked Nate Robinson to investigate the billing. A motion was made by Dianna McGrew to approve payment of the February bills. Seconded by Nate Robinson and motion carried.

Old Business:

1. Leases: Chair Ron McAdam reported that the revised lease for the Newton House had not yet been sent to Michigan State University. Amy East intends to add language that will seek permission for specific areas to be part of the archeological studies that will take place on the grounds. The Properties Committee of the Board of Commissioners has not made a decision on the lease or purchase of the Red Brick School. Board members discussed the prospect of asking Deputy Administrator Matt Newton to assist us in moving these projects, and the painting of the Newton House, forward.
2. Driving Tour of Cass County: Chair Ron McAdam asked board members to read through the current driving tour booklet and to highlight things that might need to be corrected, changed, or added.

3. Upstairs Room at the Newton House: Chair Ron McAdam asked board to consider whether the large room upstairs at the Newton House will be best used as a library or as an exhibit space for temporary and permanent displays. There was also discussion of displaying a timeline with important dates from the history of the house and the Newton family on the walls of the room. This discussion will continue when the full board is present.

New Business:

1. Accession Policy: Chair Ron McAdam noted that the Historical Commission does not currently have a formal accession policy and that one should be developed. Allen Butchbaker agreed to investigate the policy used by Saint Joseph's historical society. Zane Lankford pointed out that the Underground Railroad Society has a formal policy for receiving gifts and donations.

At 5:50 p.m. Dianna McGrew had to leave the meeting. There was no longer a quorum so no additional business could take place.

The members who remained stayed until 6:15 p.m. and shared general information about upcoming meetings of the Historical Society and meetings at the Local History Branch of the Cass District Library. There was a discussion of the process that may be necessary to prepare the walkway at the Newton House

Secretary,

Jane L. Bergman

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TRIAL BALANCE REPORT FOR CASS COUNTY

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PERIOD ENDING 03/31/2022

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			759.89	
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				4,529.36
296-803-400.002	REVENUE	2,500.00	2,500.00		681.17
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	4,410.64	
Total Fund 296 - HISTORICAL COMMISSION FUND		0.00	0.00	5,210.53	5,210.53

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 PERIOD ENDING 03/31/2022

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			03/31/2022	MONTH 03/31/2022	BALANCE	
Fund 296 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 803 - HISTORICAL COMMISSION						
296-803-400.002	REVENUE	2,500.00	681.17	25.00	1,818.83	27.25
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	681.17	25.00	7,318.83	8.51
TOTAL REVENUES		8,000.00	681.17	25.00	7,318.83	8.51
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	4,410.64	634.92	3,589.36	55.13
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	4,410.64	634.92	3,589.36	55.13
TOTAL EXPENDITURES		8,000.00	4,410.64	634.92	3,589.36	55.13
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	681.17	25.00	7,318.83	8.51
TOTAL EXPENDITURES		8,000.00	4,410.64	634.92	3,589.36	55.13
NET OF REVENUES & EXPENDITURES		0.00	(3,729.47)	(609.92)	3,729.47	100.00

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
Balances as of 03/31/2022

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Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 03/31/22	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		
03/07/2022	CR REVENUE		107234	25.00 Receipt #: 20221210		
400.002	REVENUE	2,500.00	2,500.00	681.17	1,818.83	27.25
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	681.17	7,318.83	8.51
Total Revenues		8,000.00	8,000.00	681.17	7,318.83	8.51
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'.		
11/12/2021	CD Check: CHEM1 1190397		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		
01/07/2022	CD Check: CHEM1 20285		105447	62.36 Check #: '20285(A) CHEM1' Vendor '06040'.		
01/07/2022	CD Check: CHEM1 20285		105447	52.44 Check #: '20285(A) CHEM1' Vendor '06040'.		
01/07/2022	CD Check: CHEM1 20285		105447	473.14 Check #: '20285(A) CHEM1' Vendor '06040'.		
01/13/2022	CD Check: CHEM1 20353		105928	13.05 Check #: '20353(E) CHEM1' Vendor '14130'.		
02/04/2022	CD Check: CHEM1 20388		106192	61.10 Check #: '20388(A) CHEM1' Vendor '06040'.		
02/04/2022	CD Check: CHEM1 20388		106192	60.59 Check #: '20388(A) CHEM1' Vendor '06040'.		
02/04/2022	CD Check: CHEM1 20388		106192	457.15 Check #: '20388(A) CHEM1' Vendor '06040'.		
02/18/2022	CD Check: CHEM1 1191439		106571	550.00 Check #: '1191439 CHEM1' Vendor '03220'.		
02/18/2022	CD Check: CHEM1 1191474		106606	205.34 Check #: '1191474 CHEM1' Vendor '19210'.		
02/18/2022	CD Check: CHEM1 20458		106673	325.00 Check #: '20458(A) CHEM1' Vendor '100090'.		
03/03/2022	CD Check: CHEM1 1191673		107152	502.73 Check #: '1191673 CHEM1' Vendor '06040'.		

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 Balances as of 03/31/2022

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Fund 296 - HISTORICAL COMMISSION FUND

Account	Description	2021-22 Orig Budget	2021-22 Amended Budget	YEAR-TO-DATE THRU 03/31/22	Available Balance	% Used
Expenditures						
Department 803: HISTORICAL COMMISSION						
03/03/2022	CD Check: CHEM1 1191673		107152	51.59 Check #: '1191673 CHEM1' Vendor '06040'.		
03/03/2022	CD Check: CHEM1 1191673		107152	67.55 Check #: '1191673 CHEM1' Vendor '06040'.		
03/17/2022	CD Check: CHEM1 20577		107637	13.05 Check #: '20577(E) CHEM1' Vendor '14130'.		
701.000	EXPENDITURES	8,000.00	8,000.00	4,410.64	3,589.36	55.13
Total - Dept 803		8,000.00	8,000.00	4,410.64	3,589.36	55.13
Total Expenditures		8,000.00	8,000.00	4,410.64	3,589.36	55.13
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(3,729.47)	3,729.47	

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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 03/31/2022

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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
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
03/03/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	1191673		502.73	867.08
03/03/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	1191673		51.59	815.49
03/03/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	1191673		67.55	747.94
03/07/2022	CR	RCPT	TRANSMITTAL #22-03 MARCH 7, 2022	20221210	25.00		772.94
03/17/2022	CD	CHK	INDIANA MICHIGAN POWER	20577(E)		13.05	759.89
03/31/2022			296-000-001.001	END BALANCE	681.17	11,010.14	759.89
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					681.17	11,010.14	759.89