



Cass County Historical Commission

Officers: , Chairperson, Vice Chairperson - Allen Butchbaker – Jane Bergman, Secretary/Treasurer - Members-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
MAY 12, 2022 – 5:00 p.m

I. Call to Order – *Vice-Chair, Allen Butchbaker*

II. Roll Call

III. Approval of the Agenda

IV. Approval of Minutes

a. April 14, 2022 meeting

V. Financial Report

VI. Bills

VII. New Business

1. Election of Chair to serve until regular elections in August

2. Newton kitchen

3. Bath plans

VIII. Committee Reports

1. Newton House

2. Outreach

IX. Public Comment

IX. Adjournment

**CASS COUNTY HISTORICAL COMMISSION
MEETING MINUTES**

Date: April 14, 2022

Time: 5:05 p.m.

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

Also present: Zane Lankford.

Meeting was called to order by Chair Ron McAdam at 5:05 p.m.

Approval of the Agenda: A motion was made by Nate Robinson to approve the agenda for seconded by Allen Butchbaker and motion carried.

Approval of Minutes: A motion was made by Dianna McGrew to approve the minutes of March 10, 2022, seconded by Allen Butchbaker and motion carried.

Financial Report: Chair Ron McAdam pointed out that cash on hand currently stood at \$759.89. A motion was made by Amy East to approve the financial report. Seconded by Dianna McGrew and motion carried.

Bills: A motion was made by Allen Butchbaker to approve payment of the March bills. Seconded by Annie File and motion carried.

Old Business:

1. Letter to Matt Newton: Chair Ron McAdam informed the board that he had recently sent a letter to Deputy Administrator Matt Newton requesting assistance on moving three matters forward. These included a request for \$3,000.00 to complete repairs and renovation of the bathroom at the Historic Newton House, and prompting the Properties Committee to complete a request for proposals for painting the exterior of the Newton House and making a decision on the status of the Red Brick School. At the time of the meeting, Ron had not received a response to the letter. He had, however, learned that the Properties Committee had become the Capital Improvement Committee. Annie File agreed to contact Matt Newton about our requests.

Earlier in April, Chair McAdam had sent an email to Ryan Laylan asking about the status of our projects.

2. Garden Brick Fundraiser: Members of the board discussed the need to prepare walk-way before bricks are laid. Nate Robinson and Ron McAdam agreed to

request quotes from North Star Landscaping and Jimmy Leach. Amy East offered to put an announcement on the Commission's Facebook page to recruit volunteers to help with preparation of the walk-way.

New Business:

1. Newton House Kitchen: Zane Lankford shared diagrams of the layout for the new kitchen cabinets and reported on the total estimated cost. Chair Ron McAdam suggested that the Historical Society could cover the amount that exceeds the Lankford's generous donation. Board members agreed that this would be appropriate.
2. Newton House Bathroom Renovation: Chair Ron McAdam reported on the plans for the renovation of the bathroom and the work that would commence. We will be seeking quotes for vinyl plank flooring and a pedestal sink.

Committee Reports:

1. Newton House: Chair Ron McAdam expressed frustration with the delays that we continue to experience. Amy East reported that she had completed the wording that describes the archeological work that we wish to conduct on the grounds of the Newton House and had sent it to Stacey Camp for review. Once approved, it will be included in the draft of the lease that will be sent to Michigan State University.

Chair Ron McAdam asked that we revisit the use of the three upstairs rooms at the Newton House. There was discussion of different uses for each room and the possibility of painting a timeline on the walls of the largest of the rooms.

The meeting adjourned at 6:22 p.m.

Secretary,

Jane Bergman

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TRIAL BALANCE REPORT FOR CASS COUNTY

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PERIOD ENDING 04/30/2022

		2021-22			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 296 - HISTORICAL COMMISSION FUND					
296-000-001.001	CASH - HUNTINGTON BANK			629.64	
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	4,540.89	
Total Fund 296 - HISTORICAL COMMISSION FUND		0.00	0.00	5,210.53	5,210.53

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TRIAL BALANCE REPORT FOR CASS COUNTY

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296-803-701.000	EXPENDITURES	8,000.00	8,000.00	4,540.89	
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 04/30/2022

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	INCREASE	MONTH 04/30/2022 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 296 - HISTORICAL COMMISSION FUND								
Revenues								
Dept 803 - HISTORICAL COMMISSION								
296-803-400.002	REVENUE	2,500.00	681.17		0.00		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		0.00		7,318.83	8.51
TOTAL REVENUES		8,000.00	681.17		0.00		7,318.83	8.51
Expenditures								
Dept 803 - HISTORICAL COMMISSION								
296-803-701.000	EXPENDITURES	8,000.00	4,540.89		130.25		3,459.11	56.76
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	4,540.89		130.25		3,459.11	56.76
TOTAL EXPENDITURES		8,000.00	4,540.89		130.25		3,459.11	56.76
Fund 296 - HISTORICAL COMMISSION FUND:								
TOTAL REVENUES		8,000.00	681.17		0.00		7,318.83	8.51
TOTAL EXPENDITURES		8,000.00	4,540.89		130.25		3,459.11	56.76
NET OF REVENUES & EXPENDITURES		0.00	(3,859.72)		(130.25)		3,859.72	100.00

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		722.94
03/17/2022	CD	CHK	INDIANA MICHIGAN POWER	20577(E)		13.05	759.89
04/01/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20611(A)		59.61	700.28
04/01/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	20611(A)		57.59	642.69
04/18/2022	CD	CHK	INDIANA MICHIGAN POWER	20750(E)		13.05	629.64
04/30/2022			296-000-001.001	END BALANCE	681.17	11,140.39	629.64
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					681.17	11,140.39	629.64