



Cass County Historical Commission

Officers: Chair – Bernie Williamson, Vice Chair – Darren Bettinger, Secretary/Treasurer – Jane Bergman, Members-at-Large: Amy Davidhizer, Dianna McGrew, Ann File, Jean Schultz, Nate Robinson, Allen Butchbaker

MEETING AGENDA

CASS COUNTY COUNCIL ON AGING

(Arts Room)

60525 Decatur Road

Cassopolis, Michigan 49031

January 12, 2023 – 5:30 p.m.

- I. **Call to Order** – *Chair, Bernie Williamson*
- II. **Roll Call**
- III. **Approval of the Agenda**
- IV. **Approval of Minutes**
 - a. December 8, 2022 - Regular Meeting
- V. **Financial Report**
- VI. **Bills**
- VII. **Report from the Chair***
- VIII. **Old Business**
 - a. Discussion of meeting start times/days per 12/8/22 survey of members
 - b. Continued Discussion -- Book Supply / Storage
 - c. Continued Discussion – Bylaws
 - d. Continued Discussion – Projects, Goals, Priorities
- IX. **New Business**
 - a. Proposed development of CCHC web-site
- X. **Committee Reports**
 1. **Current/New Committees**

2. Outreach

a. Newton House

XI. Privileges of the Floor

XI. Public Comment

XII. Adjournment

**Report from the Chair – allows for Chair to provide information of general interest to the Commission, and/or information on issues assigned to the Chair not otherwise included on the agenda.*

***ZOOM invitation will be e-mailed to Commission Members and supporters currently on the e-mail list. Anyone not on the e-mail list can request the link by contacting Bernie Williamson at 269-445-9100, or by e-mailing – CCHistoricalCommission@gmail.com.*

CASS COUNTY HISTORICAL COMMISSION

MEETING MINUTES

Date: December 8, 2022

Time: 5:32 p.m.

Board Members present: Bernie Williamson X, Allen Butchbaker X, Darren Bettinger X, Jane Bergman X, Amy Davidhizar X, Annie File __, Dianna McGrew X, Nate Robinson X, Jean Schultz __.

Also present: Zane Lankford, Diane Seifert.

The meeting was called to order by Chair Bernie Williamson at 5:32 p.m.

Approval of the Agenda: Chair Bernie Williamson distributed copies of the agenda that included five additional items for consideration. She outlined the purpose of each of the five items and called for a motion to approve the amended agenda. A motion was made by Allen Butchbaker to approve the agenda as amended. Seconded by Nate Robinson and the motion carried.

Approval of Minutes: A motion was made by Allen Butchbaker to approve the minutes from November 10, 2022. Seconded by Darren Bettinger and motion was approved by a voiced roll call.

Financial Report: Nate Robinson suggested that, going forward, it would be useful to have clarity about the terms of the contract that the Historical Commission has with Wright Way Lawn Services so that we might better understand how the costs for their services are billed. Nate Robinson made a motion to approve the financial report. Seconded by Darren Bettinger and motion was approved by a voiced roll call.

Bills: Nate Robinson questioned whether it might be possible for board members on the Historical Commission to learn precisely what bills are paid prior to approving the payment each month. Chair Bernie Williamson will inquire whether this information can be made available. A motion was then made by Nate Robinson to approve payment of the November bills. Seconded by Jane Bergman and the motion was approved by a voiced roll call

Old Business:

- a. Update on Issues/Questions Raised at the November 10th Meeting of the Historical Commission:
 - i: Status of Matt Bussler: Chairman Bernie Williamson reported that she contacted Matt Bussler to thank him for his service on the Historical

Commission and to inform him that she had been appointed to fill the remaining portion of his term.

- ii: Discussion of Meeting Start Times/Days: Chair Bernie Williamson asked members of the board to complete a form indicating their preference for days and starting times for the monthly meetings. She will compile the results and and the board members will agree upon a day and start time for future meetings.

New Business:

- a. General Discussion of By Laws: Chair Bernie Williamson suggested that two provisions in the existing by laws might need to be addressed. As currently written, the by laws specify a position of Secretary/Treasurer. County staff currently manage transactions for the Historical Commission and produce the financial reports so board members agreed that the by laws should specify the position of Secretary only. In addition, the current by laws specify a particular time and day for the monthly meetings. To allow for more flexibility, board members agreed that this wording should be changed. These changes will be reviewed at the January meeting.
- b. General Discussion of Projects, Goals, and Priorities: Amy Davidhizar, as past Chair, began the discussion by outlining several priorities that the Historical Commission had been discussing. She mentioned her concern that the Historical Commission lacks an adequate interface with the public and has been considering developing a website or utilizing Cass County's website to receive inquiries from the public more efficiently. Amy also described the concept of a Cass County Historical Forum that would encourage cooperation, collaboration and perhaps a shared calendar among organizations in the county that are involved in the preservation of county history.

Board members also discussed the need for a physical space for the Historical Commission and options for fundraising. Allen Butchbaker expressed the need for a new roster that would provide contact information for each member of the board.

Chair Bernie Williamson requested that each board member submit a list of projects that they would like to see the Historical Commission pursue. She asked that the lists be emailed to her.

- c. Book Supply: Board members discussed the current supply of books for sale by the Historical Commission and the need to determine which titles might need to be edited and updated. Updating the Barbara Cook driving tour has been under

consideration. Amy Davidhizar suggested that we could consider structuring this as a group project by involving the other history focused organizations in the county to assist us in this project.

Allen Butchbaker mentioned a county history written by George Fox as another title that we could consider offering.

Options for funding these and other efforts were also discussed. Darren Bettinger stressed the importance of the Historical Society and the Historical Commission working in tandem. He suggested a joint meeting between the Commission and the Society in February might be advisable.

- d. Stovel Property Research: Chair Bernie Williamson informed board members that County Commissioner Jeremiah Johnson requested information on the Stovel Property. Amy Davidhizar and Darren Bettinger agreed to investigate what information might be available on the property.

Committee Reports:

- a. Historic Newton House: Nate Robinson reported that he had shut off the water at the Newton house and had turned down the thermostat for the winter months. He also said that he has a set of keys to the Red Brick School.

Privileges of the Floor:

Allen Butchbaker reported that Dave Kring has learned of a church building in Penn that may be of historical significance.

The meeting adjourned at 6:47 p.m.

Secretary,

Jane L. Bergman

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		BALANCE DEBIT	BALANCE CREDIT
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		
Fund 270 - HISTORICAL COMMISSION FUND					
270-000-001.001	CASH - HUNTINGTON BANK			750.86	
270-000-003.000	CASH CD'S				
270-000-004.000	IMPREST CASH			40.00	
270-000-040.000	ACCOUNTS RECEIVABLE				
270-000-202.000	ACCOUNTS PAYABLE				
270-000-373.000	RESERVE FOR ENCUMBRANCES				
270-000-375.000	FUND BALANCE - RESTRICTED				4,529.36
270-000-640.000	CHARGES FOR SERVICES	1,000.00	1,000.00		54.00
270-000-665.000	INTEREST INCOME	0.00	0.00		
270-000-674.000	DONATIONS	0.00	0.00		355.00
270-000-699.050	FUND BALANCE ALLOCATION	0.00	0.00		
270-000-699.051	TRANSFER IN - GENERAL FUND	8,500.00	8,500.00		
270-000-699.056	TRANSFER IN - PUBLIC IMPROVEMENT	0.00	0.00		
270-803-712.000	PER DIEMS	0.00	0.00	34.00	
270-803-860.000	TRAVEL / TRANSPORTATION / MEALS	0.00	0.00	19.13	
270-803-960.000	EXPENDITURES	9,500.00	9,500.00	1,796.10	
Total Fund 270 - HISTORICAL COMMISSION FUND				2,298.27	
DEFICIENCY OF REVENUES/EXPENDITURES - 2021-22		0.00	0.00	4,938.36	4,938.36

GL ACTIVITY REPORT FOR CASS COUNTY
 FROM 270-000-001.001 TO 270-000-001.001
 TRANSACTIONS FROM 10/01/2022 TO 12/31/2022

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 270 HISTORICAL COMMISSION FUND							
10/01/2022			270-000-001.001 CASH - HUNTINGTON BANK		BEG. BALANCE		2,550.61
10/06/2022	CR	RCPT	TRANSMITTAL #23-1J HISTORICAL BAGS &	20230056	220.00		2,770.61
10/06/2022	CR	RCPT	TRANSMITTAL #23-1J HISTORICAL BAGS &	20230056	135.00		2,905.61
10/14/2022	CD	CHK	WRIGHT WAY LAWN SERVICE	21542 (A)		340.00	2,565.61
10/14/2022	CD	CHK	INDIANA MICHIGAN POWER	21594 (E)		9.76	2,555.85
11/10/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	21632 (A)		100.15	2,455.70
11/10/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	21632 (A)		58.55	2,397.15
11/14/2022	CD	CHK	INDIANA MICHIGAN POWER	21680 (E)		9.76	2,387.39
12/06/2022	CR	RCPT	TRANSMITTAL #23-01 DECEMBER 6, 2022	20230526	54.00		2,441.39
12/09/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	21771 (A)		58.55	2,382.84
12/09/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	21771 (A)		104.93	2,277.91
12/09/2022	CD	CHK	MIDWEST ENERGY COOPERATIVE	21771 (A)		544.16	1,733.75
12/09/2022	CD	CHK	WRIGHT WAY LAWN SERVICE	21801 (A)		170.00	1,563.75
12/12/2022	CD	CHK	INDIANA MICHIGAN POWER	21808 (E)		9.76	1,553.99
12/23/2022	CD	CHK	AMY DAVIDHIZAR	21818 (A)		34.00	1,519.99
12/23/2022	CD	CHK	AMY DAVIDHIZAR	21818 (A)		19.13	1,500.86
12/23/2022	CD	CHK	WRIGHT WAY LAWN SERVICE	21877 (A)		750.00	750.86
12/31/2022			270-000-001.001	END BALANCE	409.00	2,208.75	750.86
TOTAL FOR FUND 270 HISTORICAL COMMISSION FUND					409.00	2,208.75	750.86

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 Balances as of 12/31/2022

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Fund 270 - HISTORICAL COMMISSION FUND

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	Available Balance	% Used
Revenues						
Department 000: GENERAL						
640.000	CHARGES FOR SERVICES					
12/06/2022	CR REVENUE		115935	54.00 Receipt #: 20230526		
640.000	CHARGES FOR SERVICES	1,000.00	1,000.00	54.00	946.00	5.40
674.000	DONATIONS					
10/06/2022	CR DONATIONS - BOOK BAG SALES		114119	220.00 Receipt #: 20230056		
10/06/2022	CR DONATIONS - BOOK BAG SALES		114120	35.00 Receipt #: 20230056		
10/06/2022	CR DONATIONS - RENT FROM HISTORICAL SOCIETY		114120	100.00 Receipt #: 20230056		
674.000	DONATIONS	0.00	0.00	355.00	(355.00)	100.00
699.051	TRANSFER IN - GENERAL FUND	8,500.00	8,500.00	0.00	8,500.00	0.00
Total - Dept 000		9,500.00	9,500.00	409.00	9,091.00	4.31
Total Revenues		9,500.00	9,500.00	409.00	9,091.00	4.31
Expenditures						
Department 803: HISTORICAL COMMISSION						
712.000	PER DIEMS					
12/23/2022	CD Check: CHEM1 21818		116562	34.00 Check #: '21818(A) CHEM1' Vendor '100532'		
712.000	PER DIEMS	0.00	0.00	34.00	(34.00)	100.00
860.000	TRAVEL / TRANSPORTATION / MEALS					
12/23/2022	CD Check: CHEM1 21818		116562	19.13 Check #: '21818(A) CHEM1' Vendor '100532'		
860.000	TRAVEL / TRANSPORTATION / MEAL	0.00	0.00	19.13	(19.13)	100.00
960.000	EXPENDITURES					
10/01/2022	JE WRIGHT WAY LAWN SERVICE		115700	(340.00) JE: '0' Ref Num1: '27488		
10/14/2022	CD Check: CHEM1 21542		114372	340.00 Check #: '21542(A) CHEM1' Vendor '100090'		
10/14/2022	CD Check: CHEM1 21594		114893	9.76 Check #: '21594(E) CHEM1' Vendor '14130'.		
11/10/2022	CD Check: CHEM1 21632		115098	100.15 Check #: '21632(A) CHEM1' Vendor '06040'.		
11/10/2022	CD Check: CHEM1 21632		115098	58.55 Check #: '21632(A) CHEM1' Vendor '06040'.		
11/14/2022	CD Check: CHEM1 21680		115382	9.76 Check #: '21680(E) CHEM1' Vendor '14130'.		
12/01/2022	JE INDIANA MICHIGAN POWER		116811	(9.76) JE: '0' Ref Num1: '27595		
12/01/2022	JE INDIANA MICHIGAN POWER		116811	(9.76) JE: '0' Ref Num1: '27595		
12/09/2022	CD Check: CHEM1 21771		116088	58.55 Check #: '21771(A) CHEM1' Vendor '06040'.		
12/09/2022	CD Check: CHEM1 21771		116088	104.93 Check #: '21771(A) CHEM1' Vendor '06040'.		
12/09/2022	CD Check: CHEM1 21771		116088	544.16 Check #: '21771(A) CHEM1' Vendor '06040'.		
12/09/2022	CD Check: CHEM1 21801		116118	170.00 Check #: '21801(A) CHEM1' Vendor '100090'		
12/12/2022	CD Check: CHEM1 21808		116260	9.76 Check #: '21808(E) CHEM1' Vendor '14130'.		
12/23/2022	CD Check: CHEM1 21877		116621	750.00 Check #: '21877(A) CHEM1' Vendor '100090'		
960.000	EXPENDITURES	9,500.00	9,500.00	1,796.10	7,703.90	18.91
Total - Dept 803		9,500.00	9,500.00	1,849.23	7,650.77	19.47
Total Expenditures		9,500.00	9,500.00	1,849.23	7,650.77	19.47
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(1,440.23)	1,440.23	

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REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY
 PERIOD ENDING 12/31/2022

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 270 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 000 - GENERAL						
270-000-640.000	CHARGES FOR SERVICES	1,000.00	54.00	54.00	946.00	5.40
270-000-674.000	DONATIONS	0.00	355.00	0.00	(355.00)	100.00
270-000-699.051	TRANSFER IN - GENERAL FUND	8,500.00	0.00	0.00	8,500.00	0.00
Total Dept 000 - GENERAL		9,500.00	409.00	54.00	9,091.00	4.31
TOTAL REVENUES		9,500.00	409.00	54.00	9,091.00	4.31
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
270-803-712.000	PER DIEMS	0.00	34.00	34.00	(34.00)	100.00
270-803-860.000	TRAVEL / TRANSPORTATION / MEALS	0.00	19.13	19.13	(19.13)	100.00
270-803-960.000	EXPENDITURES	9,500.00	1,796.10	1,617.88	7,703.90	18.91
Total Dept 803 - HISTORICAL COMMISSION		9,500.00	1,849.23	1,671.01	7,650.77	19.47
TOTAL EXPENDITURES		9,500.00	1,849.23	1,671.01	7,650.77	19.47
Fund 270 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		9,500.00	409.00	54.00	9,091.00	4.31
TOTAL EXPENDITURES		9,500.00	1,849.23	1,671.01	7,650.77	19.47
NET OF REVENUES & EXPENDITURES		0.00	(1,440.23)	(1,617.01)	1,440.23	100.00