



# Cass County Historical Commission

120 N. Broadway, Suite 200 - Cassopolis, MI 49031

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## MEETING AGENDA

CASS COUNTY COUNCIL ON AGING

60525 Decatur Road

Cassopolis, Michigan 49031

Thursday, March 14, 2024 – 5:30 p.m.

- A. Call to Order – Chair, Bernie Williamson
- B. Roll Call
- C. Approval of the Agenda
- D. Approval of January AND February Regular Meeting Minutes
- E. Financial Report – **ACTION ITEM**
- F. Bills – **ACTION ITEM**
- G. Report from the Chair
- H. Old Business
  - a. Red Brick School Preservation Agreement Update – Darren Bettinger
  - b. Historic Collaborative Update
  - c. Historic Courthouse – Cass County History Display Update
  - d. Sugar Maple Festival Participation / Display - Discussion & Scheduling
- I. New Business
  - a. Collaborative Cass County Recorded History- Video Project
- J. Committee Reports
  - a. Newton House
- K. Privileges of the Floor
- L. Public Comment

### OFFICERS

Chair- Bernie Williamson ☞ Vice Chair- Darren Bettinger ☞ Secretary/Treasurer- Jane Bergman

### MEMBERS-AT-LARGE

Amy Davidhizer ☞ Dianna McGrew ☞ Christy Olson ☞ Jean Schultz ☞ Nate Robinson

### BOARD OF COMMISSIONERS APPOINTEE

Mary Howie

**CASS COUNTY HISTORICAL COMMISSION  
MEETING MINUTES**

**Date: January 11, 2024**

**Time: 5:32p.m.**

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Board Members present: Bernie Williamson   X  , Jane Bergman   X  , Darren Bettinger   X  , Amy Davidhizar     , Mary Howie   X  , Dianna McGrew     , Christy Olsen   X  , Nate Robinson   X  , Jean Schultz     , Char Heimstra   X  .

Also present: Dawn Atkinson via Zoom

Chairman Bernie Williamson called the meeting to order at 5:32 p.m

**Approval of the Agenda:** A motion was made by Mary Howie to approve the agenda for the January 11, 2024 meeting of the Cass County Historical Commission. Seconded by Cristy Olsen and the motion carried.

**Approval of Minutes:** A motion was made by Nate Robinson to approve the minutes of the December 14, 2023 meeting of the Cass County Historical Commission. Seconded by Mary Howie and the motion carried.

**Financial Report:** A motion was made by Mary Howie to approve the financial report. Seconded by Nate Robinson. There was a roll call vote and the motion carried.

**Bills:** A motion was made by Jane Bergman to approve payment of the January bills. Seconded by Mary Howie. There was a roll call vote and the motion carried.

**Report From the Chair:** Chairman Williamson informed board members that she had been in discussion with representatives of the law firm of Miller and Canfield of Ann Arbor, Michigan regarding the transfer of the Red Brick School. The firm has prepared a letter of engagement that specifies the Cass County Historical Society as the client and outlines the scope of the agreement. Chairman Williamson will cover legal fees that will be billed to the Historical Society

**Old Business:**

1. Red Brick School Update: See above under **Report from the Chair.**

2. **By-Laws Update:** Mary Howie reported that the Committee of the Whole had voted not to approve the By-Laws submitted by the Historical Commission at their meeting on December 21, 2023. Mary intends to bring the topic up for further discussion at a future meeting of the Policy Committee.

### **New Business:**

1. **Review/Approval of 2024 Meeting Schedule:** After reviewing the proposed schedule for meetings in 2024, Darren Bettinger made a motion to approve the schedule. Mary Howie seconded and the motion carried.

### **Committee Reports:**

1. **Newton House:** Nate Robinson asked that board members periodically check on the Newton House over the winter months to make sure that the furnace is working and that nothing has been damaged. He reported that several fence railings had been damaged by a fallen tree.

**Privileges of the Floor:** Cristy Olsen reminded board members that the Historical Commission and the Historical Society are encouraged to set up a table at the Maple Festival in March. There will be space indoors and outdoors. The Festival is scheduled for the third and fourth weekends in March in Jones at the corner of Bolan Street and Patterson.

Darren Bettinger reported that he and Melissa are putting together an exhibit kit that can be used at different locations and events to make tabling easier.

The meeting adjourned at 6:20 p.m.

Secretary,  
Jane L. Bergman

**CASS COUNTY HISTORICAL COMMISSION  
MEETING MINUTES**

**Date:** February 8, 2024

**Time:** 5:32 p.m

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Board Members present: Bernie Williamson   X  , Jane Bergman   X  , Darren Bettinger   X  , Amy Davidhizar     , Mary Howie   X  , Dianna McGrew   X  , Christy Olsen     , Nate Robinson   X  , Jean Schultz     

Also present: Zane Lankford

Chairman Bernie Williamson called the meeting to order at 5:32 p.m

**Approval of the Agenda:** A motion was made by Mary Howie to approve the agenda for the February 8, 2024 meeting of the Cass County Historical Commission. Seconded by Nate Robinson and the motion carried.

**Approval of Minutes:** The minutes from the January 11, 2024 meeting of the Historical Commission had not been distributed prior to the meeting. Chairman Bernie Williamson will distribute minutes from both January and February prior to the next meeting in March. Approval of the January minutes was postponed until then.

**Financial Report.** A motion was made by Darren Bettinger to approve the financial report. Seconded by Dianna McGrew and the motion carried.

**Bills:** A motion was made by Mary Howie to approve payment of the January bills. Seconded by Darren Bettinger. There was a roll call vote and the motion carried.

**Report from the Chair:** Chairman Williamson indicated that she had no announcements outside of what would be discussed under Old and New Business below.

**Old Business:**

1. Red Brick School Preservation Agreement Update: Chairman Williamson explained that the attorneys had completed a draft of the agreement between the Cass County Historical Society and the Cassopolis Public Schools for the transfer of ownership of the Red Brick School. She reported that the attorneys had identified the potential for a conflict of interest between the Historical Society and the Commission in its oversight role that would need to be addressed. Chairman Williamson has reviewed the draft and suggested a few changes. Darren and Melissa Bettinger will review the draft for the Historical Society. Chairman Williamson has informed Dr. Ressler of the progress that has been made.

2. Historic Collaborative Update: The Historical Commission will still target April as the date for the next meeting of the Historical Collaborative.
3. Historic Courthouse Display Update: Chairman Williamson shared an architect's sketch of the areas in the restored courthouse that are reserved for two-and three-dimensional representations of county history. She has submitted a list of potential events, individuals, and structures of significance that could be depicted in the displays. She has requested that space in the Annex be reserved for the Historical Commission.

### **New Business:**

1. Vice Chairman Darren Bettinger reported that Robinson's Battery is planning to participate in the Fall Festival again this year. Members of the group are also interested in reserving the Newton House for their holiday party in December. A motion was made by Nate Robinson to allow Robinson's Battery to hold their event at the Newton House in December 2024. Mary Howie seconded and the motion carried.

### **Committee Reports:**

The Newton House: Board members discussed the need to revisit how to finance painting of the exterior of the Newton House. Nate Robinson pointed out that several of the oak trees on the property might need to be removed. Chairman Williamson asked if Nate would take photographs of the trees.

The meeting adjourned at 6:00 p.m.

Secretary,

Jane L. Bergman

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 270 HISTORICAL COMMISSION FUND							
02/01/2024			<b>270-000-001.001 CASH - HUNTINGTON BANK</b>		BEG. BALANCE		3,261.23
02/12/2024	CD	CHK	MIDWEST ENERGY COOPERATIVE	23839 (A)		95.71	3,165.52
02/12/2024	CD	CHK	MIDWEST ENERGY COOPERATIVE	23847 (A)		575.50	2,590.02
02/12/2024	CD	CHK	MIDWEST ENERGY COOPERATIVE	23848 (A)		59.87	2,530.15
02/16/2024	CD	CHK	INDIANA MICHIGAN POWER	23938 (E)		11.58	2,518.57
02/29/2024			270-000-001.001	END BALANCE	0.00	742.66	2,518.57
TOTAL FOR FUND 270 HISTORICAL COMMISSION FUND						742.66	2,518.57

Fund 270 - HISTORICAL COMMISSION FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 02/29/24	Available Balance	% Used
<b>Revenues</b>						
Department 000: GENERAL						
640.000	CHARGES FOR SERVICES					
12/21/2023	CR REVENUE		128074	50.00 Receipt #: 20240537		
640.000	CHARGES FOR SERVICES	250.00	250.00	50.00	200.00	20.00
674.000	DONATIONS	250.00	250.00	0.00	250.00	0.00
699.050	FUND BALANCE ALLOCATION	2,500.00	2,500.00	0.00	2,500.00	0.00
699.051	TRANSFER IN - GENERAL FUND	6,000.00	6,000.00	0.00	6,000.00	0.00
<b>Total - Dept 000</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>50.00</b>	<b>8,950.00</b>	<b>0.56</b>
<b>Total Revenues</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>50.00</b>	<b>8,950.00</b>	<b>0.56</b>
<b>Expenditures</b>						
Department 803: HISTORICAL COMMISSION						
712.000	PER DIEMS	275.00	275.00	0.00	275.00	0.00
860.000	TRAVEL / TRANSPORTATION / MEALS	75.00	75.00	0.00	75.00	0.00
960.000	EXPENDITURES					
10/01/2023	JE INDIANA MICHIGAN POWER		127158	(6.49) JE: '0' Ref Num1: '28603		
10/01/2023	JE MIDWEST ENERGY COOPERATIVE		127158	(114.28) JE: '0' Ref Num1: '28603		
10/01/2023	JE MIDWEST ENERGY COOPERATIVE		127158	(57.56) JE: '0' Ref Num1: '28603		
10/01/2023	JE NORTH STAR LANDSCAPE DESIGN & INSTA		127158	(1,080.32) JE: '0' Ref Num1: '28603		
10/16/2023	CD INDIANA MICHIGAN POWER		126175	6.49 Check #: '23277 (E) CHEM1' Vendor '14130'.		
10/23/2023	CD MIDWEST ENERGY COOPERATIVE		126115	114.28 Check #: '23276 (A) CHEM1' Vendor '06040'.		
10/23/2023	CD MIDWEST ENERGY COOPERATIVE		126115	57.56 Check #: '23276 (A) CHEM1' Vendor '06040'.		
10/27/2023	CD NORTH STAR LANDSCAPE DESIGN & INSTA		126252	1,080.32 Check #: '1198503 CHEM1' Vendor '66906'.		
10/27/2023	CD MIDWEST ENERGY COOPERATIVE		126309	125.88 Check #: '23307 (A) CHEM1' Vendor '06040'.		
10/27/2023	CD MIDWEST ENERGY COOPERATIVE		126309	0.96 Check #: '23307 (A) CHEM1' Vendor '06040'.		
10/27/2023	CD MIDWEST ENERGY COOPERATIVE		126309	523.71 Check #: '23307 (A) CHEM1' Vendor '06040'.		
11/13/2023	CD INDIANA MICHIGAN POWER		126777	6.49 Check #: '23412 (E) CHEM1' Vendor '14130'.		
11/17/2023	JE INDIANA MICHIGAN POWER		127069	6.49 JE: '0' Ref Num1: '28592		
11/17/2023	JE MIDWEST ENERGY COOPERATIVE		127069	114.28 JE: '0' Ref Num1: '28592		
11/17/2023	JE MIDWEST ENERGY COOPERATIVE		127069	57.56 JE: '0' Ref Num1: '28592		
11/17/2023	JE NORTH STAR LANDSCAPE DESIGN & INSTA		127069	1,080.32 JE: '0' Ref Num1: '28592		
11/17/2023	JE INDIANA MICHIGAN POWER		127159	(6.49) JE: '0' Ref Num1: '28601		
11/17/2023	JE MIDWEST ENERGY COOPERATIVE		127159	(114.28) JE: '0' Ref Num1: '28601		
11/17/2023	JE MIDWEST ENERGY COOPERATIVE		127159	(57.56) JE: '0' Ref Num1: '28601		
11/17/2023	JE NORTH STAR LANDSCAPE DESIGN & INSTA		127159	(1,080.32) JE: '0' Ref Num1: '28601		
12/08/2023	CD MIDWEST ENERGY COOPERATIVE		127513	102.30 Check #: '23522 (A) CHEM1' Vendor '06040'.		
12/08/2023	CD MIDWEST ENERGY COOPERATIVE		127513	58.52 Check #: '23522 (A) CHEM1' Vendor '06040'.		
12/13/2023	CD INDIANA MICHIGAN POWER		127811	6.49 Check #: '23565 (E) CHEM1' Vendor '14130'.		
01/05/2024	CD MIDWEST ENERGY COOPERATIVE		128345	58.52 Check #: '23679 (A) CHEM1' Vendor '06040'.		
01/05/2024	CD MIDWEST ENERGY COOPERATIVE		128345	99.08 Check #: '23679 (A) CHEM1' Vendor '06040'.		
01/17/2024	CD INDIANA MICHIGAN POWER		128686	6.49 Check #: '23716 (E) CHEM1' Vendor '14130'.		
02/12/2024	CD MIDWEST ENERGY COOPERATIVE		129448	95.71 Check #: '23839 (A) CHEM1' Vendor '06040'.		
02/12/2024	CD MIDWEST ENERGY COOPERATIVE		129456	575.50 Check #: '23847 (A) CHEM1' Vendor '06040'.		
02/12/2024	CD MIDWEST ENERGY COOPERATIVE		129457	59.87 Check #: '23848 (A) CHEM1' Vendor '06040'.		
02/16/2024	CD INDIANA MICHIGAN POWER		129928	11.58 Check #: '23938 (E) CHEM1' Vendor '14130'.		

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY  
 Balances as of 02/29/2024

Fund 270 - HISTORICAL COMMISSION FUND

Account	Description	2023-24 Orig Budget	2023-24 Amended Budget	YEAR-TO-DATE THRU 02/29/24	Available Balance	% Used
Expenditures						
Department 803: HISTORICAL COMMISSION						
960.000	EXPENDITURES	8,650.00	8,650.00	1,731.10	6,918.90	20.01
Total - Dept 803		9,000.00	9,000.00	1,731.10	7,268.90	19.23
Total Expenditures		9,000.00	9,000.00	1,731.10	7,268.90	19.23
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(1,681.10)	1,681.10	

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 270 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 000 - GENERAL						
270-000-640.000	CHARGES FOR SERVICES	250.00	50.00	0.00	200.00	20.00
270-000-674.000	DONATIONS	250.00	0.00	0.00	250.00	0.00
270-000-699.050	FUND BALANCE ALLOCATION	2,500.00	0.00	0.00	2,500.00	0.00
270-000-699.051	TRANSFER IN - GENERAL FUND	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000 - GENERAL		9,000.00	50.00	0.00	8,950.00	0.56
TOTAL REVENUES		9,000.00	50.00	0.00	8,950.00	0.56
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
270-803-712.000	PER DIEMS	275.00	0.00	0.00	275.00	0.00
270-803-860.000	TRAVEL / TRANSPORTATION / MEALS	75.00	0.00	0.00	75.00	0.00
270-803-960.000	EXPENDITURES	8,650.00	1,731.10	742.66	6,918.90	20.01
Total Dept 803 - HISTORICAL COMMISSION		9,000.00	1,731.10	742.66	7,268.90	19.23
TOTAL EXPENDITURES		9,000.00	1,731.10	742.66	7,268.90	19.23
Fund 270 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		9,000.00	50.00	0.00	8,950.00	0.56
TOTAL EXPENDITURES		9,000.00	1,731.10	742.66	7,268.90	19.23
NET OF REVENUES & EXPENDITURES		0.00	(1,681.10)	(742.66)	1,681.10	100.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24		BALANCE DEBIT	BALANCE CREDIT
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET		
Fund 270 - HISTORICAL COMMISSION FUND					
270-000-001.001	CASH - HUNTINGTON BANK			2,518.57	
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				2,231.09
270-000-640.000	CHARGES FOR SERVICES	250.00	250.00		50.00
270-000-665.000	INTEREST INCOME	0.00	0.00		
270-000-674.000	DONATIONS	250.00	250.00		
270-000-699.050	FUND BALANCE ALLOCATION	2,500.00	2,500.00		
270-000-699.051	TRANSFER IN - GENERAL FUND	6,000.00	6,000.00		
270-000-699.056	TRANSFER IN - PUBLIC IMPROVEMENT	0.00	0.00		
270-803-712.000	PER DIEMS	275.00	275.00		
270-803-860.000	TRAVEL / TRANSPORTATION / MEALS	75.00	75.00		
270-803-960.000	EXPENDITURES	8,650.00	8,650.00	1,731.10	
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Total Fund 270 - HISTORICAL COMMISSION FUND					
NET OF REVENUES/EXPENDITURES - 2022-23		0.00	0.00	4,289.67	2,008.58
					4,289.67