



Cass County Historical Commission

Chairperson
Ron McAdam

Vice Chairperson
Allen Butchbaker

Secretary/Treasurer
Jane Bergman

Members:

Dianna McGrew

Annie File

Jean Schultz

David Kring

Nate Robinson

Topic: HC November Meeting
Time: Nov 12, 2020 05:00 PM America/Detroit

Join Zoom Meeting
<https://us02web.zoom.us/j/81284732861?pwd=QXdkZnFyNOJOUWNKTnU1NXVnZWx3UT09>

Meeting ID: 812 8473 2861

Passcode: 079443
One tap mobile
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Mission Statement

Cass County government exists to deliver fair, efficient, accessible and high quality services dedicated to the public good.

"This institution is an equal opportunity provider and employer"



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 - David Kring - Nate Robinson

BOARD MEETING AGENDA **ZOOM MEETING** **November 12, 2020 – 5:00 p.m.**

- I. Call to Order – Chairperson Ron McAdam**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of Minutes**
 - a. October 8, 2020 meeting
- V. Financial Report**
- VI. Bills**
- VII. Old Business**
 - 1. Sub-committee Reports**
 - a. Newton House
 - b. Red Brick
 - c. Outreach and Publications
- VIII. New Business**
 - 1. Discussion – December meeting**
- IX. Public Comment**
- X. Adjournment**

REVENUE AND EXPENDITURE REPORT FOR CASS COUNTY

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	10/31/2020 NORMAL (ABNORMAL)	MONTH 10/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 296 - HISTORICAL COMMISSION FUND						
Revenues						
Dept 803 - HISTORICAL COMMISSION						
296-803-400.002	REVENUE	2,500.00	0.00	0.00	2,500.00	0.00
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	0.00	0.00	8,000.00	0.00
TOTAL REVENUES		8,000.00	0.00	0.00	8,000.00	0.00
Expenditures						
Dept 803 - HISTORICAL COMMISSION						
296-803-701.000	EXPENDITURES	8,000.00	834.50	834.50	7,165.50	10.43
Total Dept 803 - HISTORICAL COMMISSION		8,000.00	834.50	834.50	7,165.50	10.43
TOTAL EXPENDITURES		8,000.00	834.50	834.50	7,165.50	10.43
Fund 296 - HISTORICAL COMMISSION FUND:						
TOTAL REVENUES		8,000.00	0.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES		8,000.00	834.50	834.50	7,165.50	10.43
NET OF REVENUES & EXPENDITURES		0.00	(834.50)	(834.50)	834.50	100.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 296 HISTORICAL COMMISSION FUND							
10/01/2020			296-000-001.001 CASH-CHEMICAL BANK			BEG. BALANCE	13,346.23
10/15/2020	CD	CHK	INDIANA MICHIGAN POWER	18233(E)		20.19	13,326.04
10/16/2020	CD	CHK	HAAS SYSTEMS, INC.	1186755		324.00	13,002.04
10/16/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18204(A)		69.16	12,932.88
10/16/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18204(A)		63.68	12,869.20
10/16/2020	CD	CHK	WRIGHT WAY LAWN SERVICE	18231(A)		240.00	12,629.20
10/27/2020	CD	CHK	FRONTIER	1186817	16.53		12,645.73
10/30/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18270(A)		70.12	12,575.61
10/30/2020	CD	CHK	MIDWEST ENERGY COOPERATIVE	18270(A)		63.88	12,511.73
10/31/2020			296-000-001.001	END BALANCE	16.53	851.03	12,511.73
TOTAL FOR FUND 296 HISTORICAL COMMISSION FUND					16.53	851.03	12,511.73

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 296 - HISTORICAL COMMISSION FUND				
296-000-001.001	CASH-CHEMICAL BANK		12,511.73	
296-803-004.000	IMPREST CASH - PETTY CASH		40.00	
296-803-390.000	FUND EQUITY			24,035.52
296-803-400.002	REVENUE	2,500.00		
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00		
296-803-701.000	EXPENDITURES	8,000.00	834.50	
<hr/>				
Total Fund 296 - HISTORICAL COMMISSION FUND			10,649.29	
DEFICIENCY OF REVENUES/EXPENDITURES - 2019-20		0.00	24,035.52	24,035.52

Balances as of 10/31/2020

Fund 296 - HISTORICAL COMMISSION FUND

GL Number	Description	2020-21 Orig Budget	2020-21 Amended Budget	YEAR-TO-DATE THRU 10/31/20	ACTIVITY FOR MONTH ENDED 10/31/2020	Available Balance	% Used
Revenues							
Department 803: HISTORICAL COMMISSION							
296-803-400.002	REVENUE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
296-803-699.999	FUND BALANCE ALLOCATION	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
Total - Dept 803		8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Revenues		8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Expenditures							
Department 803: HISTORICAL COMMISSION							
296-803-701.000 EXPENDITURES							
10/15/2020	CD Check: CHEM1 18233			92390	20.19	Check #: '18233(E) CHEM1' Vendor '14130'.	
10/16/2020	CD Check: CHEM1 1186755			92273	324.00	Check #: '1186755 CHEM1' Vendor '08100'.	
10/16/2020	CD Check: CHEM1 18204			92346	69.16	Check #: '18204(A) CHEM1' Vendor '06040'.	
10/16/2020	CD Check: CHEM1 18204			92346	63.68	Check #: '18204(A) CHEM1' Vendor '06040'.	
10/16/2020	CD Check: CHEM1 18231			92373	240.00	Check #: '18231(A) CHEM1' Vendor '100090'.	
10/27/2020	CD Check: CHEM1 1186817			92585	(16.53)	Check #: '1186817 CHEM1' Vendor '80410'.	
10/30/2020	CD Check: CHEM1 18270			92796	70.12	Check #: '18270(A) CHEM1' Vendor '06040'.	
10/30/2020	CD Check: CHEM1 18270			92796	63.88	Check #: '18270(A) CHEM1' Vendor '06040'.	
296-803-701.000	EXPENDITURES	8,000.00	8,000.00	834.50	834.50	7,165.50	10.43
Total - Dept 803		8,000.00	8,000.00	834.50	834.50	7,165.50	10.43
Total Expenditures		8,000.00	8,000.00	834.50	834.50	7,165.50	10.43
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(834.50)	(834.50)	834.50	

CASS COUNTY HISTORICAL COMMISSION

CASS COUNTY, MICHIGAN

BYLAWS (AMENDED)

Article I- Name

The name of this commission shall be the CASS COUNTY HISTORICAL COMMISSION, hereafter referred to as the COMMISSION.

Article II – Objectives

The objectives of this commission shall be:

1. To promote and foster an understanding and appreciation of Cass County and to identify the heritage of Cass County.
2. To interact with the local historical society, historic preservation departments and County Departments in order to promote interest in and preserve Cass County's rich history and heritage.
3. Identify local preservation concerns.
4. To educate and encourage Cass County residents about the benefits and importance of preserving the history of Cass County for future generations.
5. To reprint or create materials illustrative of the history of Cass County and to distribute or sell same materials to the public.
6. Seek funding such as grants and endowments 501C3 in conjunction with the Cass County Historical Society.

Article III – Membership

1. The Commission shall be composed of nine members with staggered three-year terms.
2. Members shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.
3. A member's term shall end July 1st of each third year.

4. Members shall serve without compensation.
5. Members shall not miss more than three consecutive regularly scheduled meetings. If a member becomes unable to attend meetings on a regular basis they should contact the Historical Commission Board to seek a replacement.
6. Vacancies on the board shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.
7. The Commission shall be responsible for the inventory and sales of publications.

Article IV – Meetings

1. Dates – Meetings shall be held the second Thursday of the month.
2. Time – Meetings shall be held at 5:00 p.m.
3. Quorum – Five members shall constitute a quorum. Motions shall require a majority vote of the members present.
4. Annual Meeting – An Annual Meeting shall be held in August. Officers shall be elected at this meeting.

Article V – Officers

1. Terms – Officers shall be elected for one year terms, but may be re-elected for succeeding terms. Terms shall begin at the first meeting after the Annual Meeting.
2. Titles – Officers elected shall be Chairperson, Vice Chairperson, Secretary/Treasurer.
3. Duties of Officers –
 - A. Chairperson –
 - a. The Chairperson shall preside at all meetings using parliamentary procedures as described in Robert’s Rules of Order and perform all duties ordinarily incident to the office. These shall include appointment of committees and recommendations of such actions as he/she deems proper.
 - b. The Chairperson shall be an ex-officio member of all committees. The Chairperson shall represent the Commission at meetings of the County Board

of Commissioners to present an annual report and when otherwise requested to do so.

- c. The Chairperson will prepare an annual budget request and submit it to the Cass County Board of Commissioners.

B. Vice Chairperson – The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence and shall assist the Chairperson in the performance of his/her duties.

C. Secretary/Treasurer –

- a. The Secretary/Treasurer shall prepare and keep minutes of the Commission.
- b. He/she will prepare and send out monthly agendas to all members.
- c. He/she will collect and deposit all monies received from sales and donations.
- d. He/she will collect, receipt for and deposit the monthly reimbursement received from the Newton House caretaker.

Article VII – Offices

The Commission will maintain an office in the Cass County Building, 120 N. Broadway, Cassopolis, Michigan 49031. Such office shall contain the Commission's collections of historic county books, maps, atlases, etc. which are in its possession and offered for sale.

Article VII – Amendments

1. These bylaws shall be adopted, amended or rescinded by a 2/3 majority vote of the members present and voting at any duly called meeting of the membership at which a quorum is present.
2. Notice of any proposed changes in the Bylaws shall be distributed to the members at least ten (10) days prior to the voting.

Adopted on 11/6/2011
Amended November 2018

MISSION STATEMENT

The Cass County Historical Commission seeks to present the Historic Newton House as a link to the history of our community by providing an educational environment that illuminates our past and draws connections to the present.

BACKGROUND/CONTEXT

The Historic Newton House is one of 23 sites in Cass County listed on the Michigan State Register of Historical Sites. Built in 1844 by Colonel James Newton and occupied continuously by his descendants until 1930, the house and grounds are emblematic of almost a century of the early history of Volinia Township and Cass County.

PLAN OF ACTION

The Cass County Historical Commission holds the lease and has the privilege to care for the Historic Newton House. It is our intention to preserve and maintain its buildings, furnishings, and grounds as a museum house with permanent displays and temporary exhibitions that depict daily life during the roughly 100 year period (1844-1930) that the house was occupied by the Newton family. In addition, several rooms in the house will be devoted to reading and research. These rooms will house information on the Newton family, the woods, and local history of the surrounding area. They will also serve as a repository for documents, family histories, and artifacts that may be of significance.

