

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, June 12, 2024

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

1.
 - Kaila Akina
 - Fred Edison (Excused Absence)
 - Kyle Hibbard - *Chair*
 - Dr. Lenee Powell - Wilson
 - Patrick Vail
 - Katherine White
 - *Vacant*

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 24 April 2024

D. PUBLIC COMMENTS

E. REPORTS

1. June Financial Report
2. June O'Connor Fund Report
3. Grant Making Report

F. DISCUSSION/ACTION ITEMS

1. Reimbursement for Historic Preservation Awards of Merit Refreshments

2. Eastern Michigan University Assistance in Oral History Project
3. Grave Issue Squad 'Merge' With Friends of Kalamazoo's Historic Cemeteries

G. COORDINATOR'S REPORT

1. Coordinator' Report

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City's historic resources and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804.

Comments under the "Public Comments" section of the agenda are limited to four minutes per speaker. During agenda items, comments from members of the public are also limited to four minutes each, unless the speaker is invited to join in the discussion by the Commission.

Minutes

Historic Preservation Commission

City of Kalamazoo



Wednesday, April 12th, 2023

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6pm.

Vail approved.

Dr. Powell-Wilson 2nd motion

B. ADOPTION OF FORMAL AGENDA

C. Vail approved.

Dr. Powell-Wilson 2nd motion

D. APPROVAL OF MINUTES

Pena will have minutes for February and March at next meeting.

E. PUBLIC COMMENTS

Pam O' Connor State Preservation Commission next month on Mackinac Island if interested go to mhpn.org.

F. GUESTS

1. Katie McPherson- Executive Director, Building Blocks of Kalamazoo
Forest Street projects, 9 households project cost 2000.00 to 3000.00 once a year one time. Projected to have project complete June 21st, 2023.

Dr Powell Wilson, Vail and Walker would like to focus on window repair and need to know steps for Historic Preservation Commission and need to know the verbiage.

No vote Historic Preservation Commission will table until next month.

G. REPORTS

1. Financial Report
Pena read the report.
2. Preservation Month 2023 Report
Pam O'Connor read report.

3. O'Connor Fund Grant Making Organizing Committee Report
No applications yet, 2 interested parties.
4. Section 106 Quarter 1 Report
Pena read report.

H. DISCUSSION/ACTION ITEMS

1. Re-appoint Dr. Powell-Wilson
White motion
Edison approved.
Dr. Powell-Wilson re-appointed
2. Historic Preservation Awards of Merit Nominations

David S. Brose, Ph.D.
White moved to approve.
Vail 2nd
David S. Brose, Ph.D. approved.

Community Home Works
Dr. Powell-Wilson moved to approve.
Walker 2nd.
Community Home Works approved.

530 W South Street Kalamazoo, MI 49007
White moved to deny.
Dr. Powell-Wilson 2nd.
530 W South Street was denied- need more information and letter.

KNHS Home Ownership Services
White moved to approve.
Edison 2nd
KNHS approved.

606 Stuart Avenue Kalamazoo, MI 49007
Edison moved to approve.
Dr. Powell- Wilson approved.
606 Stuart Avenue Kalamazoo, MI 49007 approved.
3. Gift- Community Home Works
Dr. Powell-Wilson motion needs guidelines and reports.
White 2nd motion.
Postponed until June 2023.

I. COORDINATOR'S REPORT

1. Coordinators Report
Pena read report.

J. COMMISSIONER COMMENTS

1. Dr. Powell-Wilson would like to focus on Allen Chapel, drug store, Forest Hills, Douglas Center culture in these areas.

K. ADJOURNMENT

White moved to adjourn at 7:53pm.

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Comments under the "Public Comments" section of the agenda are limited to four minutes per speaker. During agenda items, comments from members of the public are also limited to four minutes each, unless the speaker is invited to join in the discussion by the Commission.

expdetl.rpt
06/04/2024 11:55AM
Periods: 0 through 17

Expenditure Detail Report
City of Kalamazoo
01/01/2024 through 12/31/2024

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270 HISTORICAL COMMISSION FUND
803 HISTORIC COMMISSION

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
270-803-00.000	HISTORIC COMMISSION						
270-803-00.000	HISTORIC COMMISSION						
270-803-00.000-729.000	OPERATING SUPPLIES	800.00	0.00	0.00	0.00	800.00	0.00
270-803-00.000-729.000	OPERATING SUPPLIES	800.00	0.00	0.00	0.00	800.00	0.00
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
3/15/2024	invoice IN 58808		289.47				
	Line Description: CATERING FOR HISTORIC MEETING						
	Vendor: 023596 JIMMY JOHNS						
5/2/2024	po PO P-047571				225.00		
	Line Description: KNAC RENTAL - HISTORIC PRESERV						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
5/6/2024	invoice IN 1664		225.00				
	Line Description: KNAC RENTAL - HISTORIC PRESERV						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
5/6/2024	po LI 1664				-225.00		
	Line Description: KNAC RENTAL - HISTORIC PRESERV						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	514.47	514.47	0.00	1,485.53	25.72
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	3,050.00	0.00	0.00	0.00	3,050.00	0.00
4/4/2024	po PO P-047250				2,280.00		
	Line Description: HISTORIC DISTRICT & PRESERVATI						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
4/8/2024	invoice IN P-047250		2,280.00				
	Line Description: HISTORIC DISTRICT & PRESERVATI						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
4/8/2024	po LI P-047250				-2,280.00		
	Line Description: HISTORIC DISTRICT & PRESERVATI						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
4/15/2024	invoice IN 23970		309.60				
	Line Description: L PENA - MEMBERSHIP						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	3,050.00	2,589.60	2,589.60	0.00	460.40	84.90
270-803-00.000-811.000	PROFESSIONAL DEVELOPMENT	400.00	0.00	0.00	0.00	400.00	0.00

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Expenditure Detail Report
City of Kalamazoo
01/01/2024 through 12/31/2024

270 HISTORICAL COMMISSION FUND
803 HISTORIC COMMISSION

<i>Account Number</i>		<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
270-803-00.000-811.000	PROFESSIONAL DEVELOPMENT	400.00	0.00	0.00	0.00	400.00	0.00
270-803-00.000-881.000	FUNDRAISING	500.00	0.00	0.00	0.00	500.00	0.00
270-803-00.000-881.000	FUNDRAISING	500.00	0.00	0.00	0.00	500.00	0.00
Total	HISTORIC COMMISSION	6,750.00	3,104.07	3,104.07	0.00	3,645.93	45.99
Total	HISTORIC COMMISSION	6,750.00	3,104.07	3,104.07	0.00	3,645.93	45.99

Expenditure Detail Report
City of Kalamazoo
01/01/2024 through 12/31/2024

270 HISTORICAL COMMISSION FUND
970 TRANSFERS OUT - OPERATING

<i>Account Number</i>		<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
270-970-00.000	TRANSFERS OUT - OPERATING						
270-970-00.000	TRANSFERS OUT - OPERATING						
Total	TRANSFERS OUT - OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
Total	HISTORICAL COMMISSION FUND	6,750.00	3,104.07	3,104.07	0.00	3,645.93	45.99
Grand Total		6,750.00	3,104.07	3,104.07	0.00	3,645.93	45.99

Fund Summaries**OCON 1**

Net Assets	\$65,236.58
Current Available Balance	\$14,968.25

OCON 2

Net Assets	\$407,813.78
Current Available Balance	\$57,811.29

O'Connor Fund Grant Making Report to KHPC

June 2024 Meeting

Grant Period and Application Status:

The grant period opened on March 8th and closed on May 17th. There were nine applications filed.

Grant-making process:

- June 7th - Luis & Kyle send reviewed applications & comments to committee
- June 7 – 21 – Grant Committee reviews applications
- June 21 - Grant Committee meets to make decisions
- June 28 - Notify any successful grant-seekers of the award

Grant Making Committee:

Non-voting Committee Members:

- Coordinator: Luis Peña
- KHPC Liaisons: Kyle Hibbard and Kaila Akina

Voting Committee Members:

- Pam O'Connor
- Katherine White
- Curt Aardema
- Maria Perez-Stable
- Nelson Nave



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: June 12, 2024

SUBJECT: Reimbursement for Historic Preservation Awards of Merit Refreshments

SUMMARY:

Item for reimbursement of funds used to purchase refreshments for the Historic Preservation Awards of Merit on 29 May 2024

BACKGROUND:

Chair Hibbard offered to purchase refreshments for the 2024 Historic Preservation Awards of Merit. Refreshments included cookies, juice, a vegetable platter, grapes, cherries and kiwi. The refreshments were purchased for \$61.98.

RECOMMENDATION:

Staff recommends that Chair Hibbard be reimbursed \$61.98 for the refreshments bought for the Historic Preservation Awards of Merit.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: June 12, 2024

SUBJECT: Grave Issue Squad 'Merge' With Friends of Kalamazoo's Historic Cemeteries

SUMMARY:

A proposed merging of the Grave Issues Squad with the citizen led Frineds of Kalamazoo's Historic Cemeteries group.

BACKGROUND:

Currently, both the Grave Issues Squad (GIS) and the Friends of Kalamazoo's Historic Cemeteries (FKHC) conduct gravestone cleanings at Mountain Home Cemetery. In order to maximize the efforts of both groups, both groups should 'merge'. As the FKHC is dedicated solely to graveyard work, it would make sense for FKHC to work at coordinating the events, and the GIS can help by providing help with cleaning and sharing the word. This would mean that the GIS would no longer need to schedule cleanings while still participating in gravestone cleaning sessions.

RECOMMENDATION:

The GIS should merge with the FKHC, allowing the FKHC to plan the cleaning sessions. The GIS can attend and help spread the word about these sessions. The FKHC has tentatively planned a session for June 29th.



Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: 12 June 2024

SUBJECT: Historic Preservation Coordinator's Report

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative, no permit	\$35	3	\$0
Administrative, permit	\$35	15	\$525
Hearing	\$85	17	\$1,445
		35	\$1,970

Community Planning and Economic Development Department | 245 N. Rose Street, Ste 100, Kalamazoo, MI 49007
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