

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, October 9, 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
 - Eleanor Harris
 - Kyle Hibbard - *Chair*
 - Dr. Lenée Powell - Wilson
 - Patrick Vail
 - Vacant

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 14 August 2024

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report
3. Final Gravestone Cleaning
4. Quarter 3 Section 106 Report
- 5.

F. DISCUSSION/ACTION ITEMS

1. Applicant Reviews
 - a. Dusti Morton
 - b. Melissa Paduk

G. COORDINATOR'S REPORT

1. Coordinator's 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.

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, August 14th, 2024

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:01PM

Vail approved, moved to approve absence of Akina and White.

Powell-Wilson 2nd motion.

B. ADOPTION OF FORMAL AGENDA

F 1 and 2 will be flipped.

Vail moved to approve.

Edison 2nd.

C. APPROVAL OF MINUTES

Hibbard in C Holton not spelled correct. Public Comments H not capitalized, E1 Sharon Carlson spelled incorrect, E2 Match-E-Nash-She-Wish needs Be after the E, G2 needs then after association, indicated not indicted in staff report. G3 O Connor spelled incorrect

Edison to approved as amended

Vail 2nd

D. PUBLIC COMMENTS

O Connor making gift for Gun Lake Band for the signage interpretation project that will be talked about in discussion section encourages the commission to vote yes.

E. REPORTS

1. Financial Report
Pena read report.

2. O'Connor Fund Reports
Pena read report

3. City Hall Designation
Pena read report

4. Grant Making Report
Pena there are two documents notarized and signed need to send over to Kyle for his signature. We have Civic and Disability Network assigned and notarized just need to get the Stuart one over.

F. DISCUSSION/ACTION ITEMS**1. Support For Bronson Park Mound Project**

Vail both the finance committee and grant making committee both believe we need to support this and to the \$5000.00 that was requested last month. Supporting then from O Connor 2 is not going to significantly hamper us in the future. It's something we can go and is well within good stewardship of the funds that we have. Both committees believe we should be funding this.

Vail motion to contribute \$5000.00 to the Bronson Park Mound Project to come from the O Connor 2 fund.

Harris 2nd.

Motion approved.

2. 2025 Budget Review

Vail will get a copy of the pdf to Pena to be included in minutes. Vail subcommittee met on Tuesday we are on version five now of the draft policy for gifting. We are still working on that. Looked at the spending for the city held funds for the last three years 2021 was peak covid times we were not spending a whole lot anyways. Sub committees' assumption that we can budget about \$4000.00 that will fund operations for the year. The last two years that included a \$2500.00 donation to HPC in 2023 that was for the conference that was here and all the conference registrations for everyone that was here. We don't that that will be something that happens every year. We are assuming that \$4000.00 is a safe amount for us. That gets us to the O Connor funds and how are going to be funding that because we won't be getting any city money. O Connor funds one is funds that have come from HPC commission activities in the past so the tours were going on book publishing etc. That's where that money came from. Subcommittee believes that's how we need to be funding our operations going forward. O Connor probably 10 to 15 years ago the federal government required the Community Foundation to split from one fund to two all the income from the books sales were going into that single account. Vail pulled current and spendable balance from the notes that Luis sent as of this week those are all up to date. The issue is what we will be getting in new spendable in 2025 which we should be getting that number from the Community Foundation soon is less than \$4000.00. The amount we can estimate for our 2025 what we are calling the replenishment amount, the amount that the fund is going to be the increase in the spendable balance from 2025 is estimated to be about \$2700.00. We will have plenty of money to cover a \$4000.00 budget.

G. COORDINATOR'S REPORT

Pena read the report.

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

Hibbard adjourned at 7:03

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270 HISTORICAL COMMISSION FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Assets						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POC	4,890.27	0.00	3,614.00	0.00	3,614.00	1,276.27
Total Assets	4,890.27	0.00	3,614.00	0.00	3,614.00	1,276.27
Liabilities						
270-000-00.000-202.000 ACCOUNTS PAYABLE	0.00	3,299.00	3,299.00	3,299.00	3,299.00	0.00
270-000-00.000-214.233 DUE TO DONATIONS FUND	315.00 CR	315.00	0.00	315.00	0.00	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	3,299.00	3,299.00	3,299.00	3,299.00	0.00
Total Liabilities	315.00 CR	6,913.00	6,598.00	6,913.00	6,598.00	0.00
Equities						
270-000-00.000-385.001 FUND BALANCE - ASSIGNED FO	0.00	2,566.98	2,566.98	2,566.98	2,566.98	0.00
270-000-00.000-390.000 FUND BALANCE - UNASSIGNED	4,575.27 CR	0.00	0.00	0.00	0.00	4,575.27 CR
Total Equities	4,575.27 CR	2,566.98	2,566.98	2,566.98	2,566.98	4,575.27 CR
Operating						
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR(	0.00	3,299.00	0.00	3,299.00	0.00	3,299.00
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	2,566.98	2,566.98	2,566.98	2,566.98	0.00
Total Operating	0.00	5,865.98	2,566.98	5,865.98	2,566.98	3,299.00
Budgetary						
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00

City of Kalamazoo
1/ 1/2024 through 12/31/2024

Assets		4,890.27	0.00	3,614.00	0.00	3,614.00	1,276.27
Liabilities		315.00 CR	6,913.00	6,598.00	6,913.00	6,598.00	0.00
Equities		4,575.27 CR	2,566.98	2,566.98	2,566.98	2,566.98	4,575.27 CR
Operating		0.00	5,865.98	2,566.98	5,865.98	2,566.98	3,299.00
Total	HISTORICAL COMMISSION FUND	0.00	15,345.96	15,345.96	15,345.96	15,345.96	0.00

City of Kalamazoo
1/ 1/2024 through 12/31/2024

Grand Totals

		<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Total	Assets	4,890.27	0.00	3,614.00	0.00	3,614.00	1,276.27
Total	Liabilities	315.00 <i>CR</i>	6,913.00	6,598.00	6,913.00	6,598.00	0.00
Total	Equities	4,575.27 <i>CR</i>	2,566.98	2,566.98	2,566.98	2,566.98	4,575.27 <i>CR</i>
Total	Operating	0.00	5,865.98	2,566.98	5,865.98	2,566.98	3,299.00
Total	Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total	Revenues	0.00	0.00	0.00	0.00	0.00	0.00
Total	Budgetary	0.00	0.00	0.00	0.00	0.00	0.00
Total	All Funds	0.00	15,345.96	15,345.96	15,345.96	15,345.96	0.00

expdetl.rpt
10/02/2024 11:16AM
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
7/12/2024	po PO P-048277				61.98		
	Line Description: REIMBURSEMENT FOR HISTORIC PRE						
	Vendor: 037096 HIBBARD, KYLE						
7/15/2024	invoice IN KH-REIMB-01		61.98				
	Line Description: REIMBURSEMENT FOR HISTORIC PRE						
	Vendor: 037096 HIBBARD, KYLE						
7/15/2024	po LI KH-REIMB-01				-61.98		
	Line Description: REIMBURSEMENT FOR HISTORIC PRE						
	Vendor: 037096 HIBBARD, KYLE						
270-803-00.000-729.000	OPERATING SUPPLIES	800.00	61.98	61.98	0.00	738.02	7.75
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						
6/17/2024	invoice IN 091905291042		132.95				
	Line Description: HISTORIC PRES AWARDS OF MERIT						
	Vendor: 009957 HOBBY LOBBY #309						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	647.42	647.42	0.00	1,352.58	32.37
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						

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expdetl.rpt
10/02/2024 11:16AM
Periods: 0 through 17

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

Page: 2

270 HISTORICAL COMMISSION FUND
803 HISTORIC COMMISSION

Account Number			Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
270-803-00.000-810.003 MEMBERSHIPS AND SUBSCRIPTIONS			(Continued)					
4/8/2024	invoice	IN P-047250		2,280.00				
	Line Description: HISTORIC DISTRICT & PRESERVATI		Document Description : HISTORIC DISTRICT & PRESERVATIC					
	Vendor: 003962	MICHIGAN HISTORIC PRESERVATION	Check # 1147494					
4/8/2024	po	LI P-047250				-2,280.00		
	Line Description: HISTORIC DISTRICT & PRESERVATI		Document Description : HISTORIC DISTRICT & PRESERVATIC					
	Vendor: 003962	MICHIGAN HISTORIC PRESERVATION	Check # 1147494					
4/15/2024	invoice	IN 23970		309.60				
	Line Description: L PENA - MEMBERSHIP		Document Description : L PENA - MEMBERSHIP					
	Vendor: 003962	MICHIGAN HISTORIC PRESERVATION	Check # 1147931					
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
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	3,299.00	3,299.00	0.00	3,451.00	48.87
Total	HISTORIC COMMISSION		6,750.00	3,299.00	3,299.00	0.00	3,451.00	48.87

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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	3,299.00	3,299.00	0.00	3,451.00	48.87
Grand Total		6,750.00	3,299.00	3,299.00	0.00	3,451.00	48.87

Fund Summaries

OCON 1	October	August
Net Assets	\$ 71,398.22	\$68,202.54
Current Available Balance	\$14,968.25	-

OCON 2	October	August
Net Assets	\$446,332.06	\$426,354.90
Current Available Balance	\$57,811.29	-

O'Connor Fund Report to KHPC For the October, 2024 Meeting

Pam O'Connor

10-02--24

ATTACHED: The O'Connor Fund draft Gift Spending Policy

KHPC Planning Goal VI - Manage grants and gifts programs for the O'Connor Fund

Committee Leader: Pam O'Connor

Committee Members: Kyle Hibbard

Goal VI, Item 2 – Implement a Spending Policy for the O'Connor Fund's use, using the 6-25-23 draft to begin.

This committee, working with Patrick Vail from the Financial Understanding sub-committee, has completed its work on this plan and the final is appended to this report for review and approval by the KHPC.

Goal VI, Item 4 - O'Connor Fund Web page and application revisions

Pam & Kaila are nearly finished with revisions for the web page, application, scoring rubric all other related docs, and we will meet with grant-making and pre-review sub committees to cover the topics that we agreed should be discussed with everyone before decisions are made for edits on those. Once those are decided, all will go to Luis to work with City Communications to have web into page and application ready to go when the grant-application period opens.

Goal VI, Item 4- Competitive Grant Awards

Grants were made to the Stuart Area Restoration Association, the Civic Theater and the Disability Resource Center.

It's my understanding that the Stuart Area Restoration Association may change the way it completes the work applied for and have spoken with The Coordinator about this, who may be able to share additional information.

The Civic Theater has completed its work. I believe the next step is for the HP Coordinator to check the work (if he has not already) for its adherence to the *Secretary of Interior's Standards* before the grant funds can be disbursed.

Disability Resource Center was scheduled to begin its work the week of October 6.

Additional Note on the O'Connor Fund

Between January 1, 2024 and August 31, 2024 –

Account 01 gained \$ 4,291 in value

Account 02 gained \$42,736 in value

The increase in value of the O'Connor Fund was \$47,027 in the first 8 months of 2024, resulting in today's total assets of \$517,730.00.

O'Connor Fund and Kalamazoo Historic Preservation Commission (KHPC)

From the O'Connor Fund Sub-Committee: Kyle Hibbard and Pam O'Connor

From the KHPC Finance Sub-Committee: Patrick Vail

6-25-23, Revised 9-19-23, Revised 7-8-24, Revised 7-11-24, Revised 8-3-24, Revised 8-6-24, Revised 8-29-24, Revised 10-1-24

Suggest a FINAL policy statements be posted:

<https://www.kalamazoo-city.org/Government/Boards-Commissions/Historic-Preservation-Commission>
(for the GIFT policy, with an associated reference and link on the Grant application page)

<https://www.kalamazoo-city.org/Community/Historic-Preservation/The-OConnor-Fund>
(for the GRANT policy, with an associated reference and link on the Government/Boards-Commissions page)

GRANTS

O'Connor Fund/KHPC Competitive Grant Program

This is the Primary means by which the KHPC will financially support projects. Qualifying organizations should review all Competitive Grant Program documents, including Criteria and Eligibility requirements to determine if they qualify to submit an application for a rehabilitation (building exterior) or preservation planning programs.

The open application period runs from mid-March and mid-May annually. Fully completed applications are welcome from eligible organizations at: <https://www.kalamazoo-city.org/Community/Historic-Preservation/The-OConnor-Fund>.

GIFTS

O'Connor Fund/KHPC Direct Gifts (\$1,000 - \$5000, if funding is available)

Direct Gifts for preservation programs may occasionally be considered:

- 1) If the potential applicant is a 503 c3 non-profit organization and the proposal is for a project that will take place in the City of Kalamazoo,
- 2) if a potential applicant asks to be included on the next KHPC agenda,
- 3) the HP Coordinator believes the gift proposal does not qualify for the KHPC/O'Connor Fund Competitive if Grant Program, and,
- 4) if the HP Coordinator believes the gift proposal aligns with KHPC duties and responsibilities and,
- 5) If, at the time of the request, the KHPC determines that the spendable portion of the O'Connor Fund's 02 account has sufficient funds to cover the proposed gift, the current year Competitive Grant(s) (if the current year's grant has not yet been made), and the subsequent year's Competitive Grant, the Direct Gift Proposal may move forward.

If the proposal goes on the agenda because funding is available, the potential applicant must make a 3 minute presentation on the proposal topic. Following the presentation, a KHPC member **must agree to work with the applicant on a written** proposal that:

- 1) states how the first four criteria listed above are met,
- 2) states the amount requested,
- 3) describes how the project will advance the public's understanding of historic preservation,
- 4) confirms the project meets the Secretary of Interior's Standards,
- 5) states how the project will have a positive community impact, and,
- 6) explains how the project has a high likelihood of being completed within a year of the gift receipt.

The applicant's written proposal must be presented at the next regular meeting of the KHPC in order to be considered, and must be submitted to the HP Coordinator in time to be included in the meeting packet, so the KHPC members can review prior to the meeting. If the proposal is not presented the following month, it will not be considered at a later date unless the scheduled meeting is cancelled, in which case the proposal may be placed on the next regular meeting agenda.

Following, if a majority of the KHPC members at that meeting agree the proposal meets the criteria, they will hold a vote in favor of making a gift. If there is no majority agreement that the criteria have been met, the proposal will not be considered further in that fiscal year.

Rationale

By the order they would be listed and stated, the policy directs all funding seekers to FIRST look at the O'Connor Fund/KHPC Competitive GRANT Program for support, while setting limits on when a GIFT proposal may be considered, and how much can be spent.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: October 9, 2024

SUBJECT: Final Gravestone Cleaning

SUMMARY:

Details of the final gravestone cleaning in 2024.

BACKGROUND:

The Friends of Kalamazoo Historic Cemeteries hosted the final gravestone cleaning of the season on Saturday September 21st. Roughly 13 people attended the event, a majority of the participants were WMU students of Dr. Evan Kutzler. Cleaning was concentrated in section D.

RECOMMENDATION:

N/A

2024 All reviews		ER 96-713	106 Review Log
City of Kalamazoo, Kalamazoo County – A Certified Local Government			
Date	Address	Neighborhood	Sub-recipient

***ALSO REVIEWED – No Historic Property – end of this document**

1. 02/21/2024 824 Elmwood Street Stuart CHW

PROPOSED WORK: Replace leaking hose bib, replace broken glass in window pane. We will not be replacing windows, only broken glass, Electrical issues – no workings lights in foyer, downstairs bathroom, kitchen or porch. Kitchen floor repair.

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This structure or area appears to be National Register eligible. WE therefore, request an opportunity to review the work specifications before commenting further. This structure appears to meet National Register Criteria because: This house is a contributing structure in the Stuart National Register and Local Historic Districts. This is an appendix C project under the Programmatic Agreement that will not require further review. No adverse effect.

Work may proceed without further review.

2. 03/01/2024 462 E STOCKBRIDGE AVE Edison CHW

PROPOSED WORK: We would be replacing the clients water heater and furnace.

AREA OF POTENTIAL EFFECT: Limited to this property.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Edison study area in the 2021 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**. This house is **National Register (NR)** eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review. The proposed work falls under appendix C of the programmatic agreement between the city of Kalamazoo and the Michigan State Historic Preservation Office. No further review is necessary.

Work may proceed without further review

3. 05/06/2024 1520 E Alcott St Edison CHW

PROPOSED WORK: Repair plumbing leaks causing flooding in basement. Minor mold remediation.

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Hays Park/South Park Historic District in the 2022 Reconnaissance Level Historic Survey. This area is National Register Eligible. This house is National Register Eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review. The proposed work falls under appendix C of the programmatic agreement between the city of Kalamazoo and the Michigan State Historic Preservation Office. No further review is necessary.

Work may proceed without further review

4. 05/21/2024 516 Vernon St Edison CHW

PROPOSED WORK: Repair kitchen ceiling, leak damage.

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Edison Study Area in the 2021 Reconnaissance Level Historic Survey. This area is National Register Eligible. This house is National Register Eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review.

5. 05/21/2024 907 Lay Blvd Edison CHW

PROPOSED WORK: Gutter repair, hole in ceiling of bedroom, front door isn't secured and damaged

AREA OF POTENTIAL EFFECT: Limited to this house.

2024 All reviews	ER 96-713	106 Review Log
City of Kalamazoo, Kalamazoo County – A Certified Local Government		
Date	Address	Neighborhood
		Sub-recipient

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Ihling Everard Study Area in the 2021 Reconnaissance Level Historic Survey. This area is National Register Eligible. This house is National Register Eligible.

DETERMINATION OF EFFECT: Potential adverse effect pending further review of work:

- a. Gutter Repair – no adverse effect
- b. Hole in ceiling of bathroom – no adverse effect
- c. Front door isn't secured and damaged – potential adverse effect pending further review of work. Please define what work will be done on the front door, and identify the damage.

Please send details of the proposed work to the coordinator for review before beginning.

6. 05/21/2024 1521 Fulton St Edison Milestone Senior Services

PROPOSED WORK: Client needs new basement railing and stairs

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Edison Study Area in the 2021 Reconnaissance Level Historic Survey. This area is National Register Eligible. This house is National Register Eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review.

7. 05/21/2024 1518 James St Edison KNHS

PROPOSED WORK: Remediate all lead based paint hazards

AREA OF POTENTIAL EFFECT: Limited to this property and adjacent properties.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Ihling Everard Study Area in the 2021 Reconnaissance Level Historic Survey. This house is National Register Eligible.

DETERMINATION OF EFFECT: Potential adverse effect pending further review

- a. Remediate all lead based paint hazards – please share a detailed scope of work for the proposed project for further review

Please send details of the proposed work to the coordinator for review before beginning.

8. 06/06/2024 1122 Lay Blvd Edison CHW

PROPOSED WORK: Porch repairs.

AREA OF POTENTIAL EFFECT: Limited to this property.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Hays Park / South Park Study Area in the 2022 Reconnaissance Level Historic Survey. This house is National Register Eligible.

DETERMINATION OF EFFECT: Potential adverse effect pending further review

- a. Porch – Potential adverse effect – please send details of the proposed work to the coordinator for review before beginning.

Please send details of the proposed work to the coordinator for review before beginning.

9. 08/14/2024 1615 Palmer Ave Edison CHW

PROPOSED WORK: Repair/replace furnace following results of inspection.

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Edison Historic District in the 2022 Reconnaissance Level Survey. This area is National Register Eligible.

2024 All reviews	ER 96-713	106 Review Log
City of Kalamazoo, Kalamazoo County – A Certified Local Government		
Date	Address	Neighborhood
		Sub-recipient

DETERMINATION OF EFFECT: This is an Appendix C Project under the programmatic agreement between the City of Kalamazoo and SHPO. No ADVERSE Effect on historic properties. Work may proceed without further review.

Work may proceed without further review

2024 All reviews	ER 96-713	106 Review Log
City of Kalamazoo, Kalamazoo County – A Certified Local Government		
Date	Address	Neighborhood
		Sub-recipient

ALSO REVIEWED – No Historic Property

1.	01/10/2024	708 Mabel	Maintenance	CHW
2.	01/23/2024	1327 N Rose	Rehabilitation	Milestones
3.	01/24/2024	740 Douglas	Rehabilitation	Milestones
4.	02/07/2024	1309 N Edwards	Maintenance	CHW
5.	02/12/2024	824 Staples	Rehabilitation	CHW
6.	02/13/2024	1805 Cobb	Maintenance	CHW
7.	02/21/2024	1906 Union	Rehabilitation	CHW
8.	02/21/2024	612 Reed	Rehabilitation	CHW
9.	03/01/2024	1103 Sherwood	Rehabilitation	Milestones
10.	03/14/2024	1814 Humphrey	Maintenance	CHW
11.	03/19/2024	510 W Paterson	Maintenance	CHW
12.	03/19/2024	1906 Krom	Maintenance	CHW
13.	03/19/2024	1811 N Edwards	Maintenance	CHW
14.	03/19/2024	1716 Krom	Rehabilitation	CHW
15.	03/27/2024	1112 E Alcott	Rehabilitation	CHW
16.	03/27/2024	1328 E Main	Rehabilitation	CHW
17.	04/10/2024	719 Mabel	Rehabilitation	CHW
18.	04/10/2024	2504 Corlot	Demolition	CHW
19.	04/10/2024	1604 N Church	Rehabilitation	CHW
20.	04/15/2024	1443 Alamo	Rehabilitation	CHW
21.	04/15/2024	713 Staples	Rehabilitation	CHW
22.	04/15/2024	1333 Cobb	Maintenance	CHW
23.	05/06/2024	812 Elizabeth	Rehabilitation	CHW
24.	05/06/2024	616 Ada	Rehabilitation	CHW
25.	05/06/2024	1722 N Church	Rehabilitation	CHW
26.	05/06/2024	1622 N Church	Rehabilitation	CHW
27.	05/06/2024	1109 Charlotte	Rehabilitation	CHW
28.	05/08/2024	411 Wallace	Rehabilitation	CHW
29.	05/21/2024	208 Phelps	Rehabilitation	CHW
30.	05/21/2024	1509 N Park	Rehabilitation	CHW
31.	05/21/2024	1002 Prairie	Rehabilitation	Milestones
32.	05/21/2024	1004 Newland	Rehabilitation	Milestones
33.	05/21/2024	740 Douglas	Rehabilitation	CHW
34.	05/21/2024	822 Hazard	Rehabilitation	CHW
35.	06/05/2024	4135 Mt Olivet	Rehabilitation	Milestones
36.	06/05/2024	2834 Alpine	Rehabilitation	Milestones
37.	06/05/2024	112 Herbert	Rehabilitation	CHW
38.	06/05/2024	922 N Edwards	Rehabilitation	CHW
39.	06/05/2024	1012 Albert	Rehabilitation	CHW

2024 All reviews ER 96-713 106 Review Log
City of Kalamazoo, Kalamazoo County – A Certified Local Government
Date Address Neighborhood Sub-recipient

40. 06/05/2024	1826 Woodward	Rehabilitation	CHW
41. 06/06/2024	709 Darby	Rehabilitation	CHW
42. 06/06/2024	722 Hawley	Rehabilitation	CHW
43. 06/18/2024	709 Darby	Rehabilitation	CHW
44. 06/18/2024	4232 Kingsbrook	Rehabilitation	CHW
45. 07/15/2024	715 Judge	Rehabilitation	KNHS
46. 07/15/2024	1821 Union	Rehabilitation	KNHS
47. 07/15/2024	1906 Krom	Rehabilitation	KNHS
48. 07/23/2024	812 Washington	Rehabilitation	CHW
49. 08/23/2024	1114 Woodward	Rehabilitation	CHW
50. 09/23/2024	1202 4 th	Lead Remediation	KNHS
51. 09/23/2024	747 Stuart	Lead Remediation	KNHS
52. 10/02/2024	1818 N Edwards	Rehabilitation	CHW

Monthly Report for KHPC - City Hall Local Historic District Designation

October-2024

Pam O'Connor

KHPC Goal VIII

Complete the process of listing Kalamazoo City Hall as a Local Historic District in 2024.

Committee Members: Pam O'Connor, Kyle Hibbard

- The City Hall Local Historic District Sub-Committee has not met since April 2, 2024, as we continue to wait for the scheduling of a meeting with the Dep. City Manager and HP Coordinator Luis Pena about communicating with the City Commission on this topic.
- Pam has begun a draft article for *Encore* Magazine on the planning and construction of City Hall, and has promised to submit to *Encore* before the end of 2024.

- Intended Action:

Unless the Coordinator's intended meeting with the Deputy City Manager takes place VERY soon, I don't believe the process can be completed by the end of the year.

- Until then, I'll re-submit:

We have:

- clearly identified the next steps
- created points for a narrative about the designation to help us take the project forward
- asked Luis to re-start the project topic with COK administration (DCM) for guidance
- produced a timeline to take to completion

Board, Commission, or Committee Application



Submitted on	13 September 2024, 7:29PM
Receipt number	254
Related form version	19

Applicant Information

Full Name	Dusti Morton
Home Address	[REDACTED]
Are you a City of Kalamazoo resident?	No
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Loan analyst
Employer	Pnc
Employer Address	[REDACTED]
Employer Phone Number	[REDACTED]

Board or Commission

Which Board or Commission are you applying for?	Historic Preservation Commission (HPC)
What experience, education, community activities, etc. do you think should be considered for your appointment to this board or commission?	I am working as a preservationist in a historic cemetery in Vicksburg. I'm an active volunteer at the Kalamazoo Civi, where I currently serve as co-chair of the gardening committee. I spent the past 3.5 years serving on PNC PREP (PNC Recognizing Emerging Professionals) committee, first as their interim secretary and then as their treasurer. (I have other board experience, but it's not as current.)
Are there any reasons you may have a conflict of interest if you were appointed to this board or commisison? If so, please explain.	There is not.
Are you currently serving as an appointee to any other City of Kalamazoo board or commission? If so, which one(s)?	No I am not .

References

Reference 1 Full Name	Kyle Hibbard
Reference 1 Address	[REDACTED]
Reference 1 Phone Number	[REDACTED]
Reference 2 Full Name	Mike Artis
Reference 2 Address	[REDACTED]
Reference 2 Phone Number	[REDACTED]

Optional Demographic Information

Gender	Female
Race	White
Ethnicity	Non-Hispanic or Latinx
Year of Birth	1969
Household Income	51% to 80% median family income
Disability Status	No disability
Employment	Full-time
Education	Bachelor's degree
Neighborhood	Not a City of Kalamazoo Resident
How did you learn about this opportunity to serve on a board or commission?	Kyle Hibbard

Submit

Applicant Signature	
	Link to signature

OBJECTIVE

To obtain a professional position that will not only use my office, managerial and supervisory experience, but also utilize my outstanding written and communication skills to enhance office operations and procedures in a non-profit environment.

EDUCATION

Kalamazoo Valley Community College, Kalamazoo, MI, Administrative Assistant, Associate of Applied Science, April 2024, 4.0 grade-point average

PROFESSIONAL CERTIFICATES

- Microsoft Office Specialist: Word 2019, PowerPoint 2019; 2024
- Certificate, Administrative Support; 2024
- Certificate of Achievement, Word Processing Specialist; 2024
- Certificate of Achievement, Office Support Specialist; 2024

PROFESSIONAL EXPERIENCE

PNC Bank, N.A., Pittsburgh PA

Loan Support Analyst – Commercial Lending Operations, Kalamazoo, MI *May 2021 – Present*
Processes and/or reconciles varied and moderately complex transactions in accordance with established policies and procedures. Partners with internal and/or external business partners to route communications, documents or other action items to complete transactions. Identifies and may resolve exceptions; escalates appropriately. Ensures the appropriate materials and documentation are available to complete transactions. Provides responses and documentation to inquiries. Created and maintains training materials and guides on how to properly assign work to varied departments.

Business Banking Customer Care Representative – Customer Care Center, Kalamazoo, MI *April 2018 – May 2021*
Perform customer service activities and initiatives for business customer checking accounts, loans and credit cards. My role was expanded to include Deposit Now and Remote Deposit Support. Responsible for taking and maintaining notes for Deposit Now and Business Banking meetings. Assist in creating job aid documentation for Deposit Now, track troubleshooting and issue resolution for Remote Deposit, and train/mentor new hires in Remote Deposit.

Customer Care Representative – Customer Care Center, Kalamazoo, MI *May 2017 – April 2018*
Performed customer service activities and initiatives for a broad range of products, services and problem resolution that occurred across multiple channels for our customers. Delivered CARES model to customers and service partners. My role was expanded to include Tier 2 online banking support and branch support.

Morton Family Chiropractic, Vicksburg, MI

Office Manager *December 2013 – May 2017*
Provided front office operational support to Dr. Morton, which included – but was not limited to – scheduling, creation of training materials for incoming office support staff, in addition to establishing and maintaining an electronic health records filing system, I also helped in mitigating loss by overhauling the billing and accounting systems which streamlined communication between the office and multiple insurance companies.



University of Pittsburgh, Katz Business School, Pittsburgh, PA

Administrative Assistant

August 2011 – June 2013

Provided office support and staff services to twelve professors and assorted graduate students, which included filing, database management, exam and classroom materials preparation, processing of reimbursements, booking travel and hotel accommodations for visiting lecturers, ordering office supplies, creating and maintaining training materials for incoming office support within a wiki environment.

University of Pittsburgh, Eye and Ear Foundation, Pittsburgh, PA

Administrative Assistant

June 2011 – August 2013

Provided office support to the foundation director, which included report generation, filing, database management, donation tracking and deposits, assisting with fundraisers, job documentation, and creating training materials for future staff.

NON-PROFIT/VOLUNTEER EXPERIENCE

Cemetery Preservation

- Member, Association of Gravestone Studies – 2022 to present
- Actively volunteering with the Friends of Kalamazoo Historic Cemeteries, the Friends of Catholic Kalamazoo Cemeteries, the Grave Issues Squad, and the Union City Society for Historic Preservation on varied cleaning and repair projects for area historic cemeteries
- Heading up a project to clean, preserve, repair and map deDie-Richardson Cemetery in Vicksburg, MI

Kalamazoo Civic Theatre

Volunteer

April 2014 – Present

Provide support to stage productions by working in stage management, performing back stage crew duties, participating in varied volunteer committees, and assisting with database management and mailings for the office of the director of volunteers. Created and maintained community-facing gardens at the theatre's main stage and Carver Center.

Academy of Natural Sciences

Weekend Manager

February 1994 – May 2005

Trained and managed volunteers while overseeing the operations of varied exhibit spaces within the museum including the Living Animals exhibit, the Butterflies exhibit, Dinosaur Hall, and the Safari Overnight program; also worked for Visitor Services and Event Rentals as needed.

Volunteer

Volunteered as a fossil preparator in Dinosaur Hall; also assisted with the upkeep of varied exhibits within the hall.



Achievements, Organizations & Certifications

- PNC PREP Treasurer; Member of PNC Proud Employee Business Resource Groups
- Member Phi Theta Kappa Honor Society
- President's Volunteer Service Award, 2023
- January 2023 CLO Employee of the Month
- 1st Quarter 2019, 2021 I-LEAD recipient
- Project Management 2024, eCornell

System Knowledge

- Excellent PC skills; expert in many desktop and mainframe systems
- Proficient in Word, PowerPoint, Excel, Access, OneNote, HTML, CLASS, Capital Stream, Sharepoints, and WIKI environments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

REFERENCES

Michael Artis
Director of Volunteers
Kalamazoo Civic Theatre

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Jacqui Genovesi
Executive Director
The Academy of Natural Sciences of Drexel University

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Jodi Tamewitz
Academic Support Supervisor
Katz Business School

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Board, Commission, or Committee Application



Submitted on	11 September 2024, 7:56PM
Receipt number	253
Related form version	19

Applicant Information

Full Name	Melissa Paduk
Home Address	[REDACTED]
Are you a City of Kalamazoo resident?	No
Phone Number	[REDACTED]
Email Address	[REDACTED]
Occupation	Data Analyst
Employer	Charles River Laboratories
Employer Address	[REDACTED]
Employer Phone Number	[REDACTED]

Board or Commission

Which Board or Commission are you applying for?	Historic Preservation Commission (HPC)
What experience, education, community activities, etc. do you think should be considered for your appointment to this board or commission?	I graduated with my bachelor's degree and master's degree in Public History from Western Michigan University in April 2022 and April 2023 respectively. During my undergraduate and graduate studies at WMU, I worked at the College of Arts and Sciences Undergraduate Advising Office where I served as a representative of the college at various university and community events, interned at the Vicksburg Paper City Development LLC where I cataloged artifacts and created exhibits pertaining to the history of the historic Lee Paper Mill, and worked as a Teaching Assistant for the History Department. I developed my leadership and communication skills as the President of the Phi Alpha Theta History Honors Society, a representative in the Western Student Association government, and a volunteer with the Michigan History Day Competition for the past four years. As a graduate of the Lee Honors College at WMU, I presented and published my honors thesis, which consisted of a digital walking tour of twenty sites on WMU's East Campus and a research paper. Since being published in June 2022, the

tour has reached over 800 views across 23 countries.
<https://theclio.com/tour/2169>
I used the skills and resources that I gained while at Western in my internship with the Advisory Council on Historic Preservation post graduation to continue expanding my knowledge of Section 106 in hopes of expanding my digital tour in order to implement it physically in the community within the next few years.

Are there any reasons you may have a conflict of interest if you were appointed to this board or commisison? If so, please explain.

Not that I am aware of.

Are you currently serving as an appointee to any other City of Kalamazoo board or commission? If so, which one(s)?

No

References

Reference 1 Full Name

David Benac

Reference 1 Address

[REDACTED]

Reference 1 Phone Number

[REDACTED]

Reference 2 Full Name

Shayla Shrieves

Reference 2 Address

[REDACTED]

Reference 2 Phone Number

[REDACTED]

Supporting Documents

[MelissaPaduk_CurriculumVitae.docx](#)

Optional Demographic Information

Gender

Female

Race

White

Ethnicity

Non-Hispanic or Latinx

Year of Birth

2000

Household Income

51% to 80% median family income

Disability Status

No disability

Employment

Full-time

Education

Post-graduate degree

Neighborhood

Not a City of Kalamazoo Resident

How did you learn about this opportunity to serve on a board or commission?

I was recommended to apply by Evan Kutzler

Submit

Applicant Signature

M P

[Link to signature](#)

Melissa Paduk

EDUCATION

Master of Public History, Western Michigan University
Accelerated Graduate Degree Program, GPA: 3.83

April 2023

Bachelor of Public History, Western Michigan University
Summa cum laude, Phi Beta Kappa

April 2022

Major: Public History

Minor: Global and International Studies

Lee Honors College Thesis: "A Walk Through Western Michigan University's History" - digital walking tour and accompanying research paper that details the history of twenty sites on Western's East Campus
https://scholarworks.wmich.edu/honors_theses/3566

Advisor: Dr. David Benac

PROFESSIONAL EXPERIENCE

Charles River Laboratories

Mattawan, MI

Data Analyst I, Laboratory Science Quality Control

January 2024-present

- Accurately reviewing departmental and study specific data to ensure adherence to company standard operating procedures, study protocols, industry standards, and regulatory requirements
- Identifying and communicating issues with study data to research analysts and project scientists to ensure data is collected and reported accurately
- Monitoring study schedules to ensure sponsor timelines are met
- Supporting administrative tasks including filing, ordering, and distributing of documents and study related materials

Advisory Council on Historic Preservation

Washington D.C. (remote)

Intern, Office of Communications, Education, and Outreach

June 2023-August 2023

- Developed and designed ten posts/videos to increase agency's social media presence and engagement on Facebook and Instagram
- Research and initiated outreach to professionals in historic preservation to gauge interest in contributing to ongoing interview series
- Formulated and revised four returned interview questionnaires to be published on agency's website as part of ongoing "These Are the Preservationists in Your Neighborhood" interview series
- Collaborated with other agency interns and staff to run usability assessment and address potential improvements to increase accessibility of agency's website

Western Michigan University

Kalamazoo, MI

Teaching Assistant, Department of History

August 2022-April 2023

World War II in U.S. and Japanese History, online, 57 students

History and Film, in-person, 92 students

- Maintained physical and digital confidential student and course data to assist professor in course management

Melissa Paduk

- Collaborated with professor on in-class projects to improve overall course and student engagement
- Corresponded with students about course content, procedures, and progress through weekly email communications and scheduled office hours
- Developed 3-5 content-based questions for graded weekly discussion board and class participation to increase student engagement and understanding of course materials
- Assessed and assigned grades to student assignments including discussion board posts, midterm exams, final exams, and essays
- Co-created course review on Kahoot! and co-administered two in-class review sessions to assist students in preparing for upcoming examinations

Vicksburg Paper City Development LLC **Graduate Intern May**

Vicksburg, MI
May 2022-October 2022

- *The Vicksburg Paper City Development LLC is focused on restoring and repurposing the historic Lee Paper Mill into a multi-venue event destination while maintaining its historic integrity within the community.*
- Photographed approximately 365 physical artifacts to serve as profile photograph for online collection database
- Examined approximately 365 artifacts to create complete metadata profile and upload information to CatalogIt collection database
- Collaborated with museum curator to plan and present approximately twelve exhibit displays across Lee Paper Mill, Visitor Center, and Cone Top Brewery Museum
- Interviewed former mill personnel to provide context to mill-related artifacts for museum exhibits

DREAM of Detroit Storytelling Project **Undergraduate Intern**

Detroit, MI (remote)
May 2021-August 2021

- *The DREAM of Detroit Storytelling Project, also known as the Detroit Muslim Storytelling Project, focuses on collecting oral histories to help spread public knowledge about the history of Detroit's African American Muslim community.*
- Collected and transferred metadata to Scholarworks digital archive
- Collaborated with supervisor and team to ensure organization of oral histories in digital repository
- Summarized and keyworded interview transcripts for online publication

Western Michigan University **College of Arts and Sciences Undergraduate Advising Office** **Student Intern/Ambassador**

Kalamazoo, MI
January 2020-April 2022

- Handled secretarial duties as the front desk representative
- Hosted presentations for prospective students and families
- Contributed to social media content and advertising
- Oversaw confidential student records and managed enrollment outreach

Melissa Paduk

PRESENTATIONS

- “A Walk Through Western Michigan University’s History,” *Public History: Using Midwestern Spaces and Digital Tools to Engage Audiences*. Midwestern History Conference, Grand Rapids, Michigan, May 2023.

RELEVANT COURSEWORK

Section 106 Essentials, Advisory Council on Historic Preservation

June 2023

RELATED SERVICE

Smithsonian Institute Transcription Center

Digital Volunteer

January 2024-present

Michigan History Day Competition

Judge, Regional Finals Competition

March 2024

Judge, District Competition

March 2023

Judge, Regional Finals Competition

March 2022

Judge, State Finals Competition

March 2021

Phi Alpha Theta History Honors Society

History Graduate Student Organization Representative

Fall 2022-Spring 2023

- Served as a liaison between groups to foster relationship and collaboration

President

Summer 2021-Spring 2022

- Represented the chapter during department events
- Managed weekly meetings
- Assisted other executive board members
- Corresponded with members weekly through email and in-person meetings
- Collaborated with faculty advisor and department faculty
- Facilitated and implemented club advertising on social media
- Hosted weekly chapter meetings and coordinated guest speakers
- Managed and organized chapter and national organization paperwork in collaboration with faculty advisor

Vice President

Spring 2021-Summer 2021

- Assisted the chapter president in club organization, weekly tasks, and hosted meetings as needed

Secretary

Fall 2020-Fall 2021

- Recorded chapter activities
- Distributed chapter meeting minutes,
- Corresponded with chapter members through Microsoft Outlook
- Completed and organized chapter paperwork

Western Student Association Representative

Spring 2019-Fall 2021

- Served as a student senator in the House of Representatives for the Western Student Association government

Melissa Paduk

ACADEMIC SERVICE

Western Weekends Start Strong Student Panel

Spring 2022

Panelist, Western Michigan University

- Shared personal experiences as a Western Michigan University student to prospective and admitted students, while representing the History Department

Diversity, Equity, and Inclusion Graduate Studies Subcommittee

Fall 2021

Member, Western Michigan University

- Collaborated with department faculty to revise graduate course titles and descriptions to ensure alignment with university's mission and goals

HONORS and AWARDS

Lynne McCauley Endowed Scholarship

April 2022

- Nominated by the Assistant Director of the College of Arts and Sciences Undergraduate Advising Office

A. Edythe Mange Distinguished Scholarship

March 2022

- Awarded for dedication to the field of Public History and promise of future service to the profession

Lee Honors College Research and Creative Activities Scholarship

November 2021

- Awarded to defray costs of researching and completing thesis project

Dale P. Pattison Endowment Award

March 2021

- Awarded to further research or defray costs of scholarly and professional experiences

Dean's List, Western Michigan University

2018-2021

- Awarded to students who have earned a semester GPA of 3.5 or higher

MEMBERSHIPS

Phi Beta Kappa Honors Society

April 2022

Phi Alpha Theta History Honors Society

April 2022



Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission
FROM: Luis Pena, Historic Preservation Coordinator
DATE: 9 October 2024
SUBJECT: Historic Preservation Coordinator's Report

Training to Be Scheduled

As the end of the year approaches, and the HPC welcomes new commissioners, a training needs to be scheduled.

Elections to Be Held

With new commissioners coming on board, elections need to be held.

Community Planning and Economic Development Department | 245 N. Rose Street, Ste 100, Kalamazoo, MI 49007
Voice: (269) 337-8744 | Fax: (269) 337-8513 | www.kalamazoocity.org