

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, November 13, 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
 - Nora Harris
 - Kyle Hibbard - *Chair*
 - Dusti Morton
 - Mellissa Paduk
 - Patrick Vail

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 9 October 2024

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report
3. Grant Making Report
4. City Hall Report
5. Ransom Street Project Update

F. DISCUSSION/ACTION ITEMS

1. Officer Elections
2. **Vote to Approve Payment to KNAC for Training Space**

G. COORDINATOR'S REPORT

- 1.

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, 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 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 Houghton 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 them from O'Connor 2 is not going to significantly hamper us in the future. It's something we can do 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.

Unanimous vote

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 think 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 are 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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Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, October 9th, 2023

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:00

Vail moved to approve absence of Akina

Edison 2nd motion.

B. ADOPTION OF FORMAL AGENDA

Pena number 5 is the City Hall local Historic District designation report didn't show up on the agenda. Would like to move the applicant reviews to the first thing on the agenda. Vail moved to approve as amended. Edison under commissioner's comments talking about Murphy Darden. Pena would be better to add to the reports section under E.

Fred would like to make a quick report underneath the DEI about the Murphy Darden exhibit that was at the Kalamazoo Valley Museum. Vail moved to add Freds report to the commissioner's reports.

Vail moved to approve

Powell-Wilson 2nd motion.

C. APPROVAL OF MINUTES

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

Harris Lynn Houghton spelled wrong, apostrophes missing several times in O'Connor.

Vail in A approved two times delete one, F1 delete 2nd one, first sentence Vail both, Mound Gift should do not can go, should be unanimous vote. F2 that are not one extended.

Edison moved to approve as amended.

Vail 2nd motion.

D. PUBLIC COMMENTS

O'Connor if meeting is going to be cancelled then we should be looking for another date in that month. Subcommittees meet and there will be business still to conduct and be able to present at that meeting. On Luis's coordinators report there need to be some elections and training and add to that planning meeting for the coming year for 2025 to set goals.

Wanted to check and see if my reimbursement request for postage for the O'Connor Fund mailing heard here or a matter-of-fact kind of recurring expense. I was wondering if the spending policy report would be discussed under the financial report. Or whether is should be talked about under the O'Connor Fund. Pena under the O'Connor Fund.

Reimbursements Sharon was doing it as a rolling basis.

E. REPORTS

1. Financial Report
Pena read report.
2. O'Connor Fund Report
Pena read report.
Vail gift policy page 15 need to add in baseline number that we need to have in the spendable portion of the O'Connor account to make a gift. Enough to fund the current years O'Connor Fund Grant and the next years. To put in a buffer in case for some reason we don't get any sort of release from the Community Foundation into the spendable portion in the giving year if the market is way down. Conditional on the funds being available for the current years competitive grant and the subsequent years competitive grant if the money is there, we can make a gift.
Harris motion to accept the policy
Powell-Wilson 2nd
Unanimous vote

O'Connor, we have set a meeting date to go over proposed edits to the online home page 28th of October at 5pm. Things that need to be discussed by the Grant making Commission and we will do these things. The assets of the O'Connor Funds now exceed a half a million dollars.
3. Final Gravestone Cleaning
Pena attended Gary Swain was there, most of the folks that were there were from the Dr Evans Cutlers classes from WMU.
4. Quarter 3 Section 106 Report
Pena read report.

F. DISCUSSION/ACTION ITEMS

1. Applicant Reviews
 - a. Dusti Morton
I am interested your committee my primary interest in Cemetery Preservation and renovation. With a long interest in building historical preservation. I am from the Philadelphia area. I have a familiarity with the districts and how they work. I currently work in Vicksburg and look forward to learning more about this field. This would be useful for me, and I have a volunteer problem. Powell-Wilson what areas would you be interested in volunteering for. Primarily research but I am a very volunteer in varied areas in Kalamazoo. I would pitch in if there is a clear need of people on a committee. Vail how long have you been in the area 11years. Vail all in Vicksburg? My love started in Vicksburg, but I do live in the Portage area primarily. I am working on the Scotts Mill Project as well. I work at the Kalamazoo Civic and State Theater. Harris anything specific you want to learn on this commission. I just want to learn how to do it right, how things are funded, how you select priority of the projects. Hibbard, we have lost two commissioners that were employed at museums can you tell us more

about you past experiences from your resume. I worked 11 years at the Academy of Natural Sciences in Philadelphia primarily in their zoo exhibit but also worked with their fossil prepared preparation lab at a dinosaur hall.

b. Melissa Paduk

Graduated from Western with my masters and bachelor's in public history with my maters in April 2023 through the accelerated graduate degree program. Worked as an intern at the advisory council on historic preservation after graduating. I currently work as a data analyst at Charles River Laboratories over in Mattawan. I am Miss Michigan for the National America Miss System this year. Excited to use my platform which is called history in our hands. Powell-Wilson what are your strengths in what you believe you can bring to the committee? I have a lot of experience in my master's degree to learn so much about the field in public history that became more of my focus. The honors thesis that I had presented and published when I graduated from the Elite Honors College that is a digital walking tour and research paper of Westerns East Campus focusing on the history of the buildings. Being able to get history in the hands of the public. I have various leadership roles in my time at Western and through pageantry. Vail project that you had as part of Miss Michigan how do you see that being part of the commission and incorporate that. I have changed my platform from pageant related back to history to bring that to the forefront of my service in my year as Miss Michigan. Want to bring to the commission my digital walking tour that I created and working to expand, then to make it part of East Campus.

Powell-Wilson they are both good candidates with I will resign effective today I will continue to work on committees. Pena will you be willing to stay on until we can get then appointed. Powell-Wilson yes.

Recommend the appointment of the applicants the Historic Preservation Commission to the City Commission and Mayor. Powell-Wilson so moved.

Vail 2nd

Edison several weeks ago I attended a program at the Kalamazoo Valley Museum it was a panel discussion and a movie screening on the life and legacy of Murphy Darden senior. The exhibit currently taking place through March about his work and efforts at telling and teaching about black history in the Kalamazoo area. He worked at the Parchment paper company grew up in Mississippi during the depression moved to Kalamazoo the 1940s married and met his family or had family raised here. He spent a lifetime collecting artifacts images and documents the title says he is a historian and sculptor. Loved to teach kids about black history. One of his passions is black cowboys that's on the cover of the program. His family donated his things to the Kalamazoo Valley Museum.

G. COORDINATOR'S REPORT

1. Coordinator's Report
Pena read report.

H. COMMISSIONER COMMENTS

Powell-Wilson it's been a pleasure learned a lot. New candidates it's a great group,

forced to learn things, fun group, plenty more to come. Bring ideas to help grow the committee. Thank you to everyone that has been on the committee with me.

I. ADJOURNMENT

Hibbard moved to adjourn at 7:14.

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expdetl.rpt
11/06/2024 12:56PM
Periods: 0 through 17

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

Page: 1

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	po LI KH-REIMB-01				-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						
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	po LI 1664				-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						
6/17/2024	invoice IN 091905291042		132.95				
	Line Description: HISTORIC PRES AWARDS OF MERIT						
	Vendor: 009957 HOBBY LOBBY #309						
11/4/2024	po PO P-049355				73.00		
	Line Description: PAM O'CONNOR REIMBURSEMENT - P						
	Vendor: 004411 O'CONNOR, PAMELA HALL						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	647.42	647.42	73.00	1,279.58	36.02
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	3,050.00	0.00	0.00	0.00	3,050.00	0.00

Page: 1

expdetl.rpt
11/06/2024 12:56PM
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)					
4/4/2024	po PO P-047250				2,280.00		
	Line Description: HISTORIC DISTRICT & PRESERVATI			Document Description : HISTORIC DISTRICT & PRESERVATIC			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 0			
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	73.00	3,378.00	49.96
Total	HISTORIC COMMISSION	6,750.00	3,299.00	3,299.00	73.00	3,378.00	49.96

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	73.00	3,378.00	49.96
Grand Total		6,750.00	3,299.00	3,299.00	73.00	3,378.00	49.96

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	2,639.98	2,566.98	2,639.98	73.00 CR
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	2,639.98	2,566.98	2,639.98	4,648.27 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	2,639.98	2,566.98	2,639.98	2,566.98	73.00
Total Operating	0.00	5,938.98	2,566.98	5,938.98	2,566.98	3,372.00
Budgetary						
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00

City of Kalamazoo
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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	2,639.98	2,566.98	2,639.98	4,648.27 CR
Operating		0.00	5,938.98	2,566.98	5,938.98	2,566.98	3,372.00
Total	HISTORICAL COMMISSION FUND	0.00	15,418.96	15,418.96	15,418.96	15,418.96	0.00

11/6/2024 2:27:57PM

Periods: 0 through 17

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	2,639.98	2,566.98	2,639.98	4,648.27 <i>CR</i>
Total Operating	0.00	5,938.98	2,566.98	5,938.98	2,566.98	3,372.00
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	15,418.96	15,418.96	15,418.96	15,418.96	0.00

Fund Summaries

OCON 1	Novembr	October
Net Assets	\$ 72,697.03	\$ 71,398.22
Current Available Balance	\$14,968.25	-
 OCON 2		
Net Assets	\$454,451.27	\$446,332.06
Current Available Balance	\$57,811.29	-

O'Connor Fund Report to KHPC For the November 2024 Meeting

Pam O'Connor

Prepared 11-5--24

GOALS & PROGRESS

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

Committee Leader: Pam O'Connor

Committee Members: Kyle Hibbard, Kaila Akina

Goal VI, Item 1 – ~~Invite the KZCF Donor Relations Officer to speak to the KHPC about how the Fund works.~~ COMPLETED in late 2023.

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. **COMPLETE - Presented and approved on 10-9-24**

Goal VI, Item 3 -- Publicize the new GIFT spending policy on the City's O'Connor Fund Web Page.

Goal VI, Item 4 – Manage the recently developed and revised O'Connor Fund grant programs for preservation rehabilitation and planning, and make grants as appropriate.

- ~~Revise the calendar for grant-making~~
- ~~Hold informational meeting early in the year for potential applicants~~
- ~~Open the grant round and publicize~~
- ~~Close the grant round and review applications~~
- ~~Select grantees if appropriate~~
- Publicize grants made, per the calendar

Note: Grants were made to the Stuart Area Restoration Association, the Civic Theater and the Disability Resource Center. At the 10-9-24 meeting, the HP Coordinator advised the KHPC that SARA had declined its grant.

Note: Final edits to the GRANT program's Web Page and application were agreed to by the Grant-Making Sub-Committee and pre-reviewers at a meeting on 10-29-24, and will be sent on to the HP Coordinator for implementation ASAP. See page 2 for decisions made at that meeting.

Goal VI, Item 5 – Using the new spending policy, consider and investigate options to financially support historic preservation programs for the City of Kalamazoo, including the means to help develop a more inclusive and diverse Kalamazoo history as it relates to preserving important buildings, places, people and culture in general.

Goal VI, Item 6 – ~~Write, print, stuff, stamp and mail annual O'Connor Fund solicitation in early November.~~ TO BE COMPLETED 11-7-24

Goal VI, Item 7 – Make monthly Committee status reports in writing for KHPC meetings when necessary.

O'CONNOR FUND UPDATES

2025 Spendable Information was received on 11-4-24 as follows:

Account 01 New dollars available to spend in 2025:	\$ 2,425.69
Account 02 New dollars available to spend in 2025:	\$ 11,019.95

O'Connor Fund Report to KHPC For the November 2024 Meeting

Pam O'Connor

Prepared 11-5--24

Final edits to the GRANT program's web page and application were agreed upon by the Grant-Making Sub-Committee and Pre-Reviewers at a meeting on 10-29-24. These are listed below and will be sent on to the HP Coordinator for implementation ASAP along with all other edits to the web page and application. Most edits to the application and website have been completed by Pam and Kaila. The group above, however, met to specifically discuss/decide on these:

Contractor Quotes. How many will we require? How "old" can they be? What specific info do we want? Must they be licensed & insured? Application language will be changed to reflect the requirement for a minimum of two contractor quotes that were prepared no more than 6 months prior to the application date. No revisions to previously stated inclusions. Luis said contractors for any permitted work within the city must be licensed and insured anyway.

Do we want/need to pursue publication in other languages? We will state on the web page that applicants using languages other than English should contact the HP Coordinator for assistance if needed. We can then work on a case-by-case basis to do what we can to connect them with helpful resources. (Awaiting input from the city's DEI office on this matter) Note 1: In follow-up with the City's DEI office, which advised against requiring submissions to be in English and thought it most practical to reach out to El Concilio to have at least a Spanish version available as well. We would have to get a quote once the full English version is finalized so maybe for the following year. Completion of this task will go on to next year's work plan. Note 2: For info only. Pam reviewed the City's web pages and did not see any other City applications done in any language other than English.

Review the draft Communications Plan & Schedule. The draft was approved at this meeting. Katherine's Excel formulas to automate updating each year are no longer in place.

Bi-furcating p3 of the online application to separate the two types of programs because not all the questions can be the same. The alternative action is to prepare 2 separate on-line applications, one for each program. We will now have 2 applications, one each for Exterior Building Rehab and Preservation Planning. All questions and explanations are the same EXCEPT for those questions currently addressed on p3 of the current dual-purpose application, which include:

- Program type (decision point)
- The two different "Qualified work includes:" explanations
- Is the property owner occupied? (Ext. Building Rehab projects), and Is the project/project area owner or manager occupied? (Planning projects)
- Is the project or project area designated as an INDIVIDUAL or part of a LOCAL Historic District? (Ext. Building Rehab only)

We added one additional item to discuss: Should all links to related documents be listed on the "Related Info" margin on the web page? Concerns were raised about them not all being in the same place, some on the Web page and some in the application itself. We set up the text so that all would be found ONLY "Related Info" margin of the web page, with notes indicating where to look added to the application text. We agreed to insert hyperlinks to that "Related Info" margin on the web page IN PLACE OF the notes we had added throughout, thereby optimizing the utility of a web-based versus paper or read-only pdf application.

Monthly Report for KHPC - City Hall Local Historic District Designation

November - 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.

On 10-9-24 – Luis agreed to try again for a response from Dep. City Manager

As of 11-4-24 – we've had no response from the Dep. City Manager. What can we do to move this forward?

- 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



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: November 13, 2024

SUBJECT: Ransom Street Project Update

SUMMARY:

Summary of Updates on the Ransom Street Project

BACKGROUND:

We are working with the Northside Cultural Business District Authority to secure funding and finalize the design of the cultural monuments at this time.

A portion of the historic bricks that were salvaged from the street have been stored away in a city facility until we are ready to construct these monuments. The remaining bricks have been incorporated as pavers within the sidewalk and retaining walls along the corridor.

If anyone would like to be involved they should reach out to Mattie Jordan-Woods directly. She is the chair of the NCBDA. Her email is mattiemariejordanwoods@yahoo.com.

RECOMMENDATION:

N/A

Ransom Street Improvements Project Construction Progress Report

Date: October 16, 2024

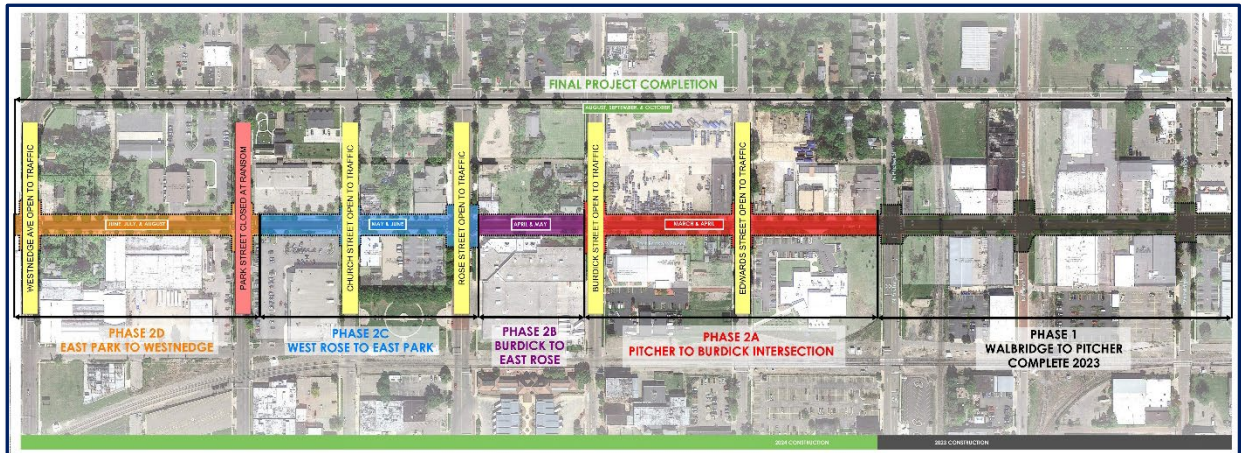


Figure 1: Project Map – 2024 Work is ongoing in Phases 2A- 2D from Pitcher Street to Westnedge Avenue.

Current Progress

In Phase 2B, between Rose and Burdick, work has completed on the new wall that will allow for improved sidewalk access for those parking on-street as well as passenger access for Metro Connect Users. This wall utilized reclaimed bricks from the surface of Ransom Street that were preserved during the removal phase of the Street's reconstruction. Some of these historic bricks are now being used in the decorative elements of the project, including the wall veneer and hardscape surfacing near intersections. The project team has successfully worked with the utility companies to relocate remaining poles to construct the new parking spaces and sidewalk.

Between Westnedge Avenue and Rose underground work is complete, and construction has shifted to focus on road building activities. Many areas have had curbs, sidewalks, and driveways already installed or prepared for installation. Please be aware that property owners, businesses, and residents that may have driveways or property access impacted by concrete or paving have received door hangers with details and contact information in advance of paving. Paving is scheduled to occur between October 17-19, 2024. Please reach out using the contact information provided with any questions or concerns.

Vehicular traffic can cross Ransom Street at Westnedge Avenue, Church, Rose, Burdick, and Edwards Streets. Ransom Street is open to local traffic, with sidewalk and restoration work remaining between Park and Burdick Streets. Final pavement and signs will begin this week. Tree planting will happen later this month when conditions are suitable for successful planting. The project team is also working with Consumers Energy Street Lighting group as they are installing new streetlights. We anticipate that the street lighting will be completed by the end of October as the road work begins to wrap up.



Figure 1: Concrete for bump-out and parking areas being poured near Metro.

Upcoming Work

During the week of October 21, 2024, work in Phases 2B, 2C, and 2D will shift to completing road building activities, paving, and restoration and tree planting. Paving will occur on Ransom Street and Cross Streets from Westnedge to Burdick Street. Additionally, Consumers Energy plans is installing street lighting at this time.

During this phase, flaggers will be on site to assist cross-street traffic. Please pay attention to roadway closures and detour signs for vehicles as well as pedestrians for safety.

Schedule

Roadway and utility construction is scheduled for completion by the end of October 2024. Consumers Energy is installing street lighting starting the week of October 14th and working through mid-November. The intended schedule over the next two weeks is shown below.

Week of 10/14/24:

<u>Phase</u>	<u>Item of Work</u>	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>
Pitcher to Burdick Phase 2A	HMA Paving						X	X
Burdick to Rose Phase 2B	Road Building		X	X				
	Curb, Sidewalks, & Driveways		X	X	X			
	HMA Paving					X	X	X
Rose to Park Phase 2C	Road Building		X	X				
	Electrical Conduits		X	X	X			
	Curb, Sidewalks, & Driveways		X	X	X			
	HMA Paving					X	X	X
Park to Westnedge Phase 2D	Road Building		X	X	X			
	Electrical Conduits		X	X	X			
	Curb, Sidewalks, & Driveways		X	X	X			
	HMA Paving					X	X	X

Week of 10/21/24:

<u>Phase</u>	<u>Item of Work</u>	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>
Pitcher to Burdick Phase 2A	Restoration/Tree Planting		X	X	X	X	X	
	Street Lighting		X	X	X	X	X	
Burdick to Rose Phase 2B	Restoration/Tree Planting		X	X	X	X	X	
	Street Lighting		X	X	X	X	X	
Rose to Park Phase 2C	Restoration/Tree Planting		X	X	X	X	X	
	Street Lighting		X	X	X	X	X	
Park to Westnedge Phase 2D	Restoration/Tree Planting		X	X	X	X	X	
	Street Lighting		X	X	X	X	X	



Project Budget

<u>Pay Estimate</u>	<u>Work Through</u>	<u>Estimate Amt.</u>	<u>Cumulative Total</u>
11	08/03/2024	\$688,762.80	\$8,609,597.55
12	8/30/2024	\$977,089.00	\$9,586,686.55
13	9/24/2024	\$321,504.26	\$9,908,190.81
Original Contract Amount			\$12,287,470.60
Current Contract Amount			\$12,287,470.60
Percentage Complete			81%

Outreach and Communication

Bi-weekly meetings - "Concrete Mixers" – are an opportunity to meet with local business owners and residents. Representatives from the City and Abonmarche to provide updates, answer questions, and address issues that impact property owners, residents, and businesses along the corridor. Meetings will be held until Ransom Street is fully open to traffic. October 22, 2024 is anticipated as the last "Concrete Mixer" meeting for this project. The next meeting will be held on Tuesday, October 22, 2024, 9:30am, at NACD, 612 N. Park Street.





Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: November 13, 2024

SUBJECT: Vote to Approve Payment to KNAC for Training Space

SUMMARY:

Vote to approve payment to KNAC for training space.

BACKGROUND:

KNAC has training space that can be used for historic training. The space will cost \$75 for 3 hours.

RECOMMENDATION:

Staff recommends the payment be made to KNAC.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission
FROM: Luis Pena, Historic Preservation Coordinator
DATE: 13 November 2024
SUBJECT: Historic Preservation Coordinator's Report

Joint Historic Training:

A joint Historic Commission (Historic District Commission and Historic Preservation Commission) will be held on 11/16/2024 at 1pm. The training will be at KNAC (315 W Michigan Ave Kalamazoo, MI).

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative	\$35	63	2,205
Hearing	\$85	29	2,465
		92	4,670