

# Agenda

## Historic Preservation Commission

City of Kalamazoo



Wednesday, June 11, 2025

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

- A. CALL TO ORDER/ROLL CALL**
- B. ADOPTION OF FORMAL AGENDA**
- C. APPROVAL OF MINUTES**
  - 1.
- D. PUBLIC COMMENTS**
- E. REPORTS**
  - 1. Financial Report
  - 2. O'Connor Fund Report
  - 3. City Hall Designation Effort
  - 4. Cemetery Cleaning Report
- F. DISCUSSION/ACTION ITEMS**
  - 1. Historic Preservation Awards of Merit Expenditures
  - 2. Encouraging Community Wide Engagement Discussion
- 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, May 21<sup>st</sup>, 2025**

**6:00 PM**

**City Commission Chambers at City Hall – 241 West South Street**

**A. CALL TO ORDER/ROLL CALL**

Called to order at 6:00pm.  
Edison moved to approve the absence of Morton.  
Harris 2<sup>nd</sup> motion.

**B. ADOPTION OF FORMAL AGENDA**

Vail motion to approve.  
Akina 2<sup>nd</sup> motion.

**C. APPROVAL OF MINUTES**

Edison approved.  
Paduk 2<sup>nd</sup> motion

**D. PUBLIC COMMENTS**

**E. REPORTS**

1. Financial Report  
Pena read report
2. Encouraging Community-wide Engagement  
Vail said Edison shared the longer letter, we worked on a shorter form. We want to be more user-friendly to introduce ourselves to the community. The text is mostly ready to go. We may need to do fundraising for printing, Pena we can print in my office no charge it will have the City logo on it. Pena how many do you think we will have to print? Vail no more than 20.
3. 106 Reviews Quarter 1  
Pena read
4. O’Connor Fund Report  
Pena we lost a little money we will bounce back. We will also discuss when we get to the budget.

**F. DISCUSSION/ACTION ITEM**

1. Historic Preservation Awards of Merit  
The Institute of Public Scholarship  
Vail moved to approve  
Edison 2<sup>nd</sup>  
The Institute of Public Scholarship approved.
  
2. **Budget Amendment**  
Pena we need to have \$25,000.00 budgeted for the year. Right now we have \$23,760.00 budgeted, we need \$1240.00 to get to \$25,000.00. I suggest we put that into operating supplies to balance this out. Vail is money still actually moving or is this a budget item and we can still move it over as necessary or does it have to be with the city where it is not earning a return. Pena we get to move it over at will. Vail so this is more a budgeting thing rather than they need to have the money in the account. Pena yes. Pena I did not know the cities financial people have a direct link to the Kalamazoo Community Foundation where they can monitor the agency fund. Hibbard what do we need to vote on tonight? Pena approving the budget. Vail do you feel comfortable that you understand whats going on and we can execute what we need to do? Pena yes the letter explains it. Paduk is this something that will happen every year? Pena yes in the future we wont have to make an amendment. Hibbard do we still have a finance committee? Vail we thought we had this our hands around this so we thought we didn't need it anymore so it will be back. Pam will want this and will bring up at our next meeting. Vail do we have a way of knowing how much we have pulled over so we know if we have to pull it over? Do we know how much is in the city account so we know how much to pull over? Pena that's where I am leaning on the finance people to give me those numbers.

Vail moves to adopt the budget as amended with the additional \$1240.00 thats required to meet the \$25,000.00 to be put into the operating supplies account.

Paduk 2<sup>nd</sup>

Unanimous vote

**G. COORDINATOR'S REPORT**

1. Coordinator's Report  
Pena read report.

**H. COMMISSIONER COMMENTS**

Akina the conference was good. Good to see above ground and see other folks in preservation. Some talked about out of state areas was a good mix. We talked about sub surface resources using dogs to find missing persons. A lot of tribes have worked with her. Edison said dogs stole the show. It was amazing that the scent and they get to the remains and they sit right up. Its not just shovel work anymore.

Edison Kalamazoo in Bloom had two tribal members join and give some really good ideas. Wyatt who is the food severance coordinator with Little River Band. Wyatt had

some good ideas with what could be done or planning. Suggested doing a 3, three sister mounds in the park. Three sisters are corn, beans and squash. Also mentioned seed libraries. Tribes that specialize in would bring certain seeds to the ceremony for planting. Harris, Dusty put together some notes for the cemetery committee we are still working on the booklet outline she has it drafted. She has gone though some of Kalamazoo cemeteries to get photos that we can use without having to deal with any copy right issues. We have pushed back some things until June to really get started working on that more. We did meet 2 months ago to do a digital walking tour that works with the booklet. Some dates for the cemetery cleaning are May 31<sup>st</sup> cemetery to be announced. June 14<sup>th</sup> Mount Home, July 12<sup>th</sup> Riverside and August 9<sup>th</sup> Mount Home. Coming along with the booklet will have a ton of information and the tour.

## **I. ADJOURNMENT**

Hibbard moved to adjourn 7:17 pm.

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City of Kalamazoo  
 1/ 1/2025 through 12/31/2025

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>
<b>Assets</b>						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POC	1,259.75	0.00	1,834.31	0.00	1,834.31	574.56 CR
<b>Total Assets</b>	1,259.75	0.00	1,834.31	0.00	1,834.31	574.56 CR
<b>Liabilities</b>						
270-000-00.000-202.000 ACCOUNTS PAYABLE	73.00 CR	1,834.31	1,761.31	1,834.31	1,761.31	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	1,834.31	1,834.31	1,834.31	1,834.31	0.00
<b>Total Liabilities</b>	73.00 CR	3,668.62	3,595.62	3,668.62	3,595.62	0.00
<b>Equities</b>						
270-000-00.000-385.001 FUND BALANCE - ASSIGNED FO	0.00	150.00	150.00	150.00	150.00	0.00
270-000-00.000-390.000 FUND BALANCE - UNASSIGNED	1,186.75 CR	0.00	0.00	0.00	0.00	1,186.75 CR
<b>Total Equities</b>	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
<b>Operating</b>						
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR	0.00	1,761.31	0.00	1,761.31	0.00	1,761.31
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	150.00	150.00	150.00	150.00	0.00
<b>Total Operating</b>	0.00	1,911.31	150.00	1,911.31	150.00	1,761.31
<b>Budgetary</b>						
<b>Total Budgetary</b>	0.00	0.00	0.00	0.00	0.00	0.00

City of Kalamazoo  
 1/ 1/2025 through 12/31/2025

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<b>Assets</b>	1,259.75	0.00	1,834.31	0.00	1,834.31	574.56 CR
<b>Liabilities</b>	73.00 CR	3,668.62	3,595.62	3,668.62	3,595.62	0.00
<b>Equities</b>	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
<b>Operating</b>	0.00	1,911.31	150.00	1,911.31	150.00	1,761.31
<b>Total HISTORICAL COMMISSION FUND</b>	0.00	5,729.93	5,729.93	5,729.93	5,729.93	0.00

City of Kalamazoo  
 1/ 1/2025 through 12/31/2025

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**Grand Totals**

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	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
<b>Total Assets</b>	1,259.75	0.00	1,834.31	0.00	1,834.31	574.56 CR
<b>Total Liabilities</b>	73.00 CR	3,668.62	3,595.62	3,668.62	3,595.62	0.00
<b>Total Equities</b>	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
<b>Total Operating</b>	0.00	1,911.31	150.00	1,911.31	150.00	1,761.31
<b>Total Expenditures</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Budgetary</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total All Funds</b>	0.00	5,729.93	5,729.93	5,729.93	5,729.93	0.00

**Expenditure Detail Report**  
 City of Kalamazoo  
 01/01/2025 through 12/31/2025

270 HISTORICAL COMMISSION FUND  
 803 HISTORIC COMMISSION

<u>Account Number</u>		<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
270-803-00.000	HISTORIC COMMISSION						
270-803-00.000	HISTORIC COMMISSION						
270-803-00.000-729.000	OPERATING SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
270-803-00.000-729.000	OPERATING SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
2/17/2025	po PO P-050651				150.00		
	Line Description: ROOM RENTAL - O'CONNOR FUND PR						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
	Document Description: ROOM RENTAL - O'CONNOR FUND PI						
	Check # 0						
2/17/2025	invoice IN 3410		236.55				
	Line Description: HPC MEETING CATERING						
	Vendor: 023596 JIMMY JOHNS						
	Document Description: HPC MEETING CATERING						
	Check # 1154855						
3/17/2025	invoice IN 3410 - 021925		260.20				
	Line Description: HPC MEETING CATERING						
	Vendor: 023596 JIMMY JOHNS						
	Document Description: CPED - HPC MEETING CATERING						
	Check # 1155582						
3/27/2025	invoice IN 1787		150.00				
	Line Description: ROOM RENTAL - O'CONNOR FUND PR						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
	Document Description: ROOM RENTAL - O'CONNOR FUND PI						
	Check # 1155652						
3/27/2025	po LI 1787				-150.00		
	Line Description: ROOM RENTAL - O'CONNOR FUND PR						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
	Document Description: ROOM RENTAL - O'CONNOR FUND PI						
	Check # 1155652						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	646.75	646.75	0.00	-146.75	129.35
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	200.00	0.00	0.00	0.00	200.00	0.00
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	200.00	0.00	0.00	0.00	200.00	0.00
270-803-00.000-811.000	PROFESSIONAL DEVELOPMENT	100.00	0.00	0.00	0.00	100.00	0.00
5/15/2025	invoice IN 142		1,114.56				
	Line Description: MI HISTORIC PRES NETWORK CONF						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
	Document Description: CPED - MI HISTORIC PRES NETWORK						
	Check # 1157067						
270-803-00.000-811.000	PROFESSIONAL DEVELOPMENT	100.00	1,114.56	1,114.56	0.00	-1,014.56	1,114.56
<b>Total</b>	<b>HISTORIC COMMISSION</b>	<b>1,300.00</b>	<b>1,761.31</b>	<b>1,761.31</b>	<b>0.00</b>	<b>-461.31</b>	<b>135.49</b>
270-803-03.000	KCF O'CONNOR HISTORIC PRESERVATION						
270-803-03.000	KCF O'CONNOR HISTORIC PRESERVATION						

**Expenditure Detail Report**  
 City of Kalamazoo  
 01/01/2025 through 12/31/2025

270 HISTORICAL COMMISSION FUND  
 803 HISTORIC COMMISSION

<u>Account Number</u>		<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
Total	KCF O'CONNOR HISTORIC PRESERVATION	0.00	0.00	0.00	0.00	0.00	0.00
Total	HISTORIC COMMISSION	1,300.00	1,761.31	1,761.31	0.00	-461.31	135.49

**Expenditure Detail Report**  
 City of Kalamazoo  
 01/01/2025 through 12/31/2025

270 HISTORICAL COMMISSION FUND  
 970 TRANSFERS OUT - OPERATING

<u>Account Number</u>		<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
270-970-00.000	TRANSFERS OUT - OPERATING						
270-970-00.000	TRANSFERS OUT - OPERATING						
<b>Total</b>	TRANSFERS OUT - OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	HISTORICAL COMMISSION FUND	1,300.00	1,761.31	1,761.31	0.00	-461.31	135.49
	<b>Grand Total</b>	1,300.00	1,761.31	1,761.31	0.00	-461.31	135.49

**Fund Summaries**

	June		April	
<b>OCON 1</b>				
Net Assets	\$	70,055.59	\$	70,555.15
Current Available Balance	\$	<b>17,318.94</b>	\$	<b>17,318.94</b>
<b>OCON 2</b>				
Net Assets	\$	444,033.16	\$	444,177.78
Current Available Balance	\$	53,579.24	\$	53,579.24

# O'Connor Fund Report to KHPC For the June 2025 Meeting

Pam O'Connor

Prepared 6-4-25

## 1. Goal: Manage grants and gifts programs for the O'Connor Fund

Committee Leader: Pam O'Connor

Committee Members: Katherine White, Kyle Hibbard, Kaila Akina

- a. ~~Create a special COK "holding" account for O'Connor Funds from the Kalamazoo Community Foundation that are earmarked for grants, gifts and other projects until they are disbursed. This task is urgent – the intention is to have this account in place before the KHPC make 2025 grants or gifts.~~  
**COMPLETE:** Luis reports that new accounts are in place.
- b. ~~Ensure the 2024 revisions to O'Connor Fund grant programs are published on the City's O'Connor Fund web page and applications. It appears from a glance that these have been instituted. Have had no committee review to date.~~ **Completed.**
- c. ~~Ensure the new GIFT making policy is published on the O'Connor Fund and KHPC web pages.~~  
**COMPLETE:** The Gift-making Policy can now be accessed from the home page for the O'Connor Fund.
- d. ~~Hold an informational meeting in early February 2025 for potential applicants. Luis scheduled the info meeting at KNAC for February 19 and the invites have been sent.~~ **Completed 2-19-25**
- e. ~~Open the grant round and publicize.~~
  - i. ~~Close the grant round and review applications.~~
  - ii. Select grantees, if appropriate.  
**The Grant Making Committee meets on June 12.**
  - iii. Publicize grants made, per the calendar.
- f. In conjunction with Goal #1, investigate options to financially support historic preservation programs for the City of Kalamazoo, including a possible Equity-Based Historic Preservation Plan.
  - i. Look for examples (Austin, et al)
  - ii. Review processes for those examples
    - 1. What did they do?
    - 2. How did they do it?
    - 3. How was it funded?

**As noted in my notes to the KHPC on Goal #1 this month, I have not been able to take up Item F for this goal, and it may need to be pushed into 2026.**
- iii. Produce a report by the end of the year.
- g. Write, print, stuff, stamp & and mail annual O'Connor Fund solicitation in early November.
- h. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: Annual, Ongoing

Core Value Alignment: DEI, Education, Sustainability, Stewardship

Ordinance Duties Alignment: 1, 5, 6, 7

**O'Connor Fund Report to KHPC  
For the June 2025 Meeting**

Pam O'Connor

Prepared 6-4-25

**O'CONNOR FUND UPDATES**

2025 Grants Disbursed from 02 account: **None to date for 2025**

**Agency Account 01** Value as of 4-30-25: \$ 70,055.59

Spendable portion as of 6-4-25 : \$ 17,318.94

This account has declined in value since the beginning of the year, a) in response to the market (\$840) AND b) the annual administrative fee \$512) for the KZCF.

**"Regular" Account 02** Value as of 4-30-25: \$448,443.36

Spendable as of 6-4-25: \$ 53,579.24

This account has also declined in value since the beginning of the year, a) in response to the market (\$5,356) AND b) the annual administrative fee (\$3,198) for the KZCF .

Gifts to the "Regular" Account 02

2025 \$2,743 (to date)

2024 \$16,200

Note: The majority of gifts made to the fund in 2024 and 2025 were in response to a \$5,000 match challenge provided by Terry and I in the annual fund-raising letter sent in October 2024. It was a great success by any account, and helped make the market downturn since then a bit less painful.

## Monthly Report for KHPC - City Hall Local Historic District Designation

Prepared June 4, 2025 by Pam O'Connor

### **6. Goal: Complete the process of listing Kalamazoo City Hall as a local historic district in 2025.**

Committee Leader: Pam O'Connor

Committee Members: Kyle Hibbard, Fred Edison, Curt Aardema

Note: The first public info meeting on this nomination was conducted on 9-14-22, making the effort 2+ years old.

- a. Get Dep. City Manager's advice on communicating with the City Commission about next steps. This has been on hold since DCM Chamberlin retired in December 2024, and we won't proceed until his replacement is chosen.

UPDATE 5-27-2025:

The sub-committee and former KHPC member Curt Aardema met with City Commissioner Chris Praedel to discuss this initiative's lack of movement over the past several years. Comm. Praedel said he'd ask some questions at City Hall to see what he can learn about why the effort has been delayed and will get back to us in a couple weeks.

- b. Communicate with the City Commission about process, next steps and timeline, using DCM's advice and some of the Narrative Points\* developed in April 2024
- c. Move forward with process:
  - i. Hold a public hearing on the nomination
  - ii. Submit a final report to the City Commission within a year of the public hearing
  - iii. City Commission votes to approve or reject the district
- d. Seek information on and consider requesting permission to erect a historical marker outside City Hall that commemorates the building, its history, and the Bronson Park National Register Historic District
- e. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

*Estimated Completion Date: September 2025*

*Core Values Alignment: Education, Sustainability, Stewardship*

*Ordinance Duties Alignment: 1, 5, 6, 7*



# Historic Preservation Commission Staff Report

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City of Kalamazoo

**TO:** The Kalamazoo Historic Preservation Commission

**FROM:** Luis Pena, Historic Preservation Coordinator

**DATE:** June 11, 2025

**SUBJECT:** Cemetery Cleaning Report

**SUMMARY:**

Report on upcoming Gravestone cleaning opportunities

**BACKGROUND:**

**RECOMMENDATION:**





# Historic Preservation Commission Staff Report

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City of Kalamazoo

**TO:** The Kalamazoo Historic Preservation Commission

**FROM:** Luis Pena, Historic Preservation Coordinator

**DATE:** June 11, 2025

**SUBJECT:** Historic Preservation Awards of Merit Expenditures

## **SUMMARY:**

Some expenses are associated with the Historic Preservation Awards of Merit annually. The proposed

## **BACKGROUND:**

Each year, certain expenses but be budgeted for to held the Historic Preservation Awards of Merit. These expenses include:

Rental of space for the ceremony (KNAC): \$150 + administrative costs (~\$50)  
Light refreshments: \$100  
Award Creation: \$50

## **RECOMMENDATION:**

Staff recommends approving a budget for the Historic Preservation Awards of Merit not to exceed \$350.





# Historic Preservation Commission Staff Report

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City of Kalamazoo

**TO:** The Kalamazoo Historic Preservation Commission

**FROM:** Luis Pena, Historic Preservation Coordinator

**DATE:** June 11, 2025

**SUBJECT:** Encouraging Community Wide Engagement Discussion

**SUMMARY:**

A chance to discuss next steps for the Encouraging Community Wide Engagement Subcommittee

**BACKGROUND:**

The Encouraging Community Wide Engagement subcommittee convened earlier this week and would like to discuss the next steps to continue the project moving forward.

**RECOMMENDATION:**

N/A



**KHPC Workplan Goal #1**  
**Comments on Item F**  
**For the June 2025 Meeting**

Pam O'Connor

Prepared 6-4-25

- 1. Goal: Develop relationships with under-represented community groups within the City of Kalamazoo for the purpose of learning those group's missions and goals, and sharing the KHPC's core values, activities and duties.**

Committee Leader: Fred Edison

Committee Members: Patrick Vail, Nora Harris, Pam O'Connor

- a. Create a list of under-represented community groups within the City of Kalamazoo.
- b. Create a "one pager" document that explains what the Historic Preservation Commission is and its duties, including a list of ways (generally) that the KHPC can assist.
- c. Attend a meeting held by each organization to make introductions and understand that organization's mission and goals (bring the list to the meetings and plan to listen well).
- d. Consider ways in which historic preservation can be mutually beneficial.
- e. Make a monthly Committee status report in writing for KHPC meetings, when necessary.
- f. Investigate a city wide diversity report for the city of Kalamazoo.**
  - i. Who's done it before**
  - ii. What did they do**
  - iii. How did they go about it**
  - iv. How was it funded**
  - v. What could be done better**

**Item F:**

I specifically asked to add item F to the work plan under this goal, with the intent of undertaking at least some, if not all of the related research needed for enabling further discussion. However, as I noted in one of my other June reports, I have not been able to take up Item F yet, and may need to push it into 2026. My apologies. Pam