

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, August 13, 2025

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
 - Melissa Paduk
 - Patrick Vail

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 09 July 2025

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report
3. Encouraging Community Wide Engagement Report
4. City Hall Local Historic District Report
5. Work Plan Request for Consideration

F. DISCUSSION/ACTION ITEMS

1. 2026 Draft Budget Review

G. 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.

Minutes
Historic Preservation Commission

City of Kalamazoo



Wednesday, July 8th, 2025

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:03pm.

B. ADOPTION OF FORMAL AGENDA

Pena E 2 move down to F3. Strike F2

Vail moved to approve

Paduk 2nd

C. APPROVAL OF MINUTES

Edison C Wyatt Szpliet has food sovereignty and from Little River Band. Roupe spelled wrong should be Rupe. Cleaning sones needs T for stones. Paduk in H should be Paduk not Harris. Hibbard E 2 O'Connor OK1. 4th sentence delete they. E 4 Jay Cee's not JC.

Vail motion to approve as amended

Morton 2nd

D. PUBLIC COMMENTS

Pam for the Sextons Lodge, I would like to suggest to the commission that a decision is made to ask for a little bit more of a complete assessment of the issue as well as a detailed estimate of what money is needed and how much. Also consider asking the city to help in taking care of that expense and HPC consider matching amount rather than agreeing to do the whole thing. I support you doing something I know its bad I have not been in there recently.

E. REPORTS

1. Financial Report
Pena read report

2. O'Connor Fund Report

3. City Hall Designation Effort
Hibbard we are having a meeting later this month, July 28th at 3:30pm in the Community Room.

4. MI SHPO Preservation Plan Workshop Summary
Akina updated some other in person workshops. The next one will be July 17th in Mount Pleasant, Marquette September 8th, Petoskey September 10th and 2 virtual

in August and September. There may be one in Detroit, but it has not been scheduled yet. On the statewide historic preservation plan work site, you can get the information. The survey is open until July 18th. Edison what kind of interaction did they have you do. Akina small group works and share with the larger group.

5. Threats to Historic Preservation

Akina, Pam forward emails and resources and I listed them and potential ones at the end. The office of management budget did release the notice of funding opportunities for the Historic Preservation Fund July 1st for the 2026 funding. Looks like large cuts to the Historic Preservation Fund and National Parks Service. Pam, Luis do maintain a membership for the Preservation Commission? Pena, I think this slipped through the cracks with the transitioned from Sharron to me doing it. I need to get a handle on the money not sure if Sharron was automatically paying for those things out of the budget or not. I have not received a letter asking if I want to renew the dues.

6. Section 106 Reviews- Quarter 2

Pena read report.

7. Gravestone Cleaning Report

Morton August 2nd 1 day cemetery conference in Allegan register on Facebook spaces are limited, its free the link is in the report. Next year the Association of Gravestone Setting is coming to Grand Rapids. Talk of it coming to Kalamazoo for a day at Mount Home and Riverside will have more information next month. Hibbard there is a cleaning this Saturday July 12th.

F. DISCUSSION/ACTION ITEM

1. Sexton's Lodge Financial Support

Pena Sextons Lodge has been broken into two times. Last year broke in and tossed the place a little bit the first time wasn't bad, broke the banister and spindles on the banister. The next break in was worse. They were living there, they were eating, going to the bathroom, ripped off glass on one of the fireplaces and started fires, leaving clothes in there, food and trash. Had hazmat come and clean. This set up alarms more than the last break in. How to secure this building was suggested concrete or glass for the windows. I can't tell them what to do but I have suggested solutions. I suggested thicker plywood with carriage bolts and getting security cameras for the building, but they have no WIFI right now. I can go back to them and get prices for boarding the lower level. I looked at 5000.00 to get it done. I will go to the cemetery and see how much. Pam, who would be there for the repairs? Pena I would physically be there and watch them do it. Edison, who is responsible for this? Pena public services. The building is still in good shape. Vail, do you see 5000.00 as a temporary solution to get the building stable until a more extensive project can be done in the future? Pena 100 percent we just need to stop people from coming in. Vail, from a gift standpoint we have not had any other gifts this year. Pena, I don't know from our meeting today if anything will stop us from giving ourselves. Pam, no, but I am concerned about if you would choose to make a gift for this project without pushing the city to be responsible, you may be seen as a bank account for the city. Vail, so this is not us giving the city 5000.00 to do this. This would be the Historic Preservation Commission purchasing someone to be installed with the blessing of the city.

Pena, I am not sure yet because they have not boarded up the other two windows yet. I will work that out next month to vote on it. Vail, I like this better if it is a project that we are doing and not a project we are just funding.

2. O'Connor Fund Report
Vail move to disburse 15,000 to KNAC upon completion of their project for the award of this grant from the O'Connor 2 grant making account.
Edison 2nd
Unanimous

G. COORDINATOR'S REPORT

1. Coordinator's Report
Pena read report

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

Hibbard moved to adjourn 7:27 pm.

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.

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

270 HISTORICAL COMMISSION FUND

<u>Account Number</u>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>YTD Debits</u>	<u>YTD Credits</u>	<u>Balance</u>
Assets						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POC	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Total Assets	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Liabilities						
270-000-00.000-202.000 ACCOUNTS PAYABLE	73.00 CR	2,104.61	2,031.61	2,104.61	2,031.61	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	2,104.61	2,104.61	2,104.61	2,104.61	0.00
Total Liabilities	73.00 CR	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Equities						
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
Total Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Operating						
270-000-00.000-400.000 ACTUAL REVENUE CONTROL	0.00	0.00	1,230.00	0.00	1,230.00	1,230.00 CR
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR(0.00	3,146.17	1,114.56	3,146.17	1,114.56	2,031.61
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	150.00	150.00	150.00	150.00	0.00
Total Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
Budgetary						
270-000-00.000-390.001 FUND BALANCE - BUDGETARY F	0.00	25,000.00	25,113.25	25,000.00	25,113.25	113.25 CR
270-000-00.000-400.001 BUDGET REVENUE CONTROL	0.00	25,000.00	0.00	25,000.00	0.00	25,000.00

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>
Budgetary (Continued)						
270-000-00.000-700.001 BUDGET EXPENDITURE CONTR	0.00	113.25	25,000.00	113.25	25,000.00	24,886.75 CR
Total Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Assets	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Liabilities	73.00 CR	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total HISTORICAL COMMISSION FUND	0.00	58,998.64	58,998.64	58,998.64	58,998.64	0.00

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

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	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Total Liabilities	73.00 CR	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Total Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Total Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
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	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total All Funds	0.00	58,998.64	58,998.64	58,998.64	58,998.64	0.00

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>
Assets						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POOL)	1,259.75	0.00	0.00	0.00	0.00	1,259.75
1/8/2025 disb CD 270			73.00			
Line Description: Automatic Summary						
2/27/2025 disb CD 270			236.55			
Line Description: Automatic Summary						
3/27/2025 disb CD 270			260.20			
Line Description: Automatic Summary						
4/2/2025 disb CD 270			150.00			
Line Description: Automatic Summary						
5/29/2025 disb CD 270			1,114.56			
Line Description: Automatic Summary						
6/26/2025 disb CD 270			270.30			
Line Description: Automatic Summary						
7/25/2025 importbsa GJ 6635		1,230.00				
Line Description: CR-309107-SUMMARY CR: 07/25/20						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POOL)	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
270-000-00.000-017.000 INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-017.900 INVESTMENT FAIR MARKET VALU	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-018.001 ACCRUED RECEIVABLES	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-040.001 BILLED GENERAL ACCOUNTS RE	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-084.101 DUE FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Liabilities						
270-000-00.000-202.000 ACCOUNTS PAYABLE	73.00 CR	0.00	0.00	0.00	0.00	73.00 CR

270 HISTORICAL COMMISSION FUND

Account Number	Beginning Balance	Debits	Credits	YTD Debits	YTD Credits	Balance
Liabilities (Continued)						
270-000-00.000-202.000 ACCOUNTS PAYABLE	(Continued)					
1/8/2025 disb CD 1153720		73.00				
Line Description: Cash Disbursement						
Vendor: 004411 O'CONNOR, PAMELA HALL	Check # 1153720					
2/17/2025 invoice IN 270			236.55			
Line Description: Automatic Summary						
2/27/2025 disb CD 1154855		236.55				
Line Description: Cash Disbursement						
Vendor: 014509 5569260003178078 FIFTH THIRD	Check # 1154855					
3/17/2025 invoice IN 270			260.20			
Line Description: Automatic Summary						
3/27/2025 disb CD 1155582		260.20				
Line Description: Cash Disbursement						
Vendor: 014509 5569260003178078 FIFTH THIRD	Check # 1155582					
3/27/2025 invoice IN 270			150.00			
Line Description: Automatic Summary						
4/2/2025 disb CD 1155652		150.00				
Line Description: Cash Disbursement						
Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, Check # 1155652						
5/15/2025 invoice IN 270			1,114.56			
Line Description: Automatic Summary						
5/29/2025 disb CD 1157067		1,114.56				
Line Description: Cash Disbursement						
Vendor: 014509 5569260003178078 FIFTH THIRD	Check # 1157067					
6/16/2025 invoice IN 270			270.30			
Line Description: Automatic Summary						
6/26/2025 disb CD 1157713		270.30				
Line Description: Cash Disbursement						
Vendor: 014509 5569260003178078 FIFTH THIRD	Check # 1157713					
270-000-00.000-202.000 ACCOUNTS PAYABLE	73.00 CR	2,104.61	2,031.61	2,104.61	2,031.61	0.00

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

270 HISTORICAL COMMISSION FUND

Account Number		Beginning Balance	Debits	Credits	YTD Debits	YTD Credits	Balance
Liabilities (Continued)							
270-000-00.000-214.101	DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-214.233	DUE TO DONATIONS FUND	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-214.705	DUE TO DISBURSEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00
1/8/2025	disb CD 270 Line Description: Automatic Summary			73.00			
1/8/2025	disb CD 270 Line Description: Automatic Summary		73.00				
2/27/2025	disb CD 270 Line Description: Automatic Summary			236.55			
2/27/2025	disb CD 270 Line Description: Automatic Summary		236.55				
3/27/2025	disb CD 270 Line Description: Automatic Summary			260.20			
3/27/2025	disb CD 270 Line Description: Automatic Summary		260.20				
4/2/2025	disb CD 270 Line Description: Automatic Summary			150.00			
4/2/2025	disb CD 270 Line Description: Automatic Summary		150.00				
5/29/2025	disb CD 270 Line Description: Automatic Summary			1,114.56			
5/29/2025	disb CD 270 Line Description: Automatic Summary		1,114.56				
6/26/2025	disb CD 270 Line Description: Automatic Summary			270.30			
6/26/2025	disb CD 270 Line Description: Automatic Summary		270.30				
270-000-00.000-214.705	DUE TO DISBURSEMENT FUND	0.00	2,104.61	2,104.61	2,104.61	2,104.61	0.00
270-000-00.000-264.001	ACCRUED ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-360.001	UNAVAILABLE REVENUE - GENEI	0.00	0.00	0.00	0.00	0.00	0.00

270 HISTORICAL COMMISSION FUND

Account Number		Beginning Balance	Debits	Credits	YTD Debits	YTD Credits	Balance
Total	Liabilities	73.00 CR	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Equities							
270-000-00.000-385.000	FUND BALANCE - ASSIGNED	0.00	0.00	0.00	0.00	0.00	0.00
270-000-00.000-385.001	FUND BALANCE - ASSIGNED FOF	0.00	0.00	0.00	0.00	0.00	0.00
2/17/2025	po PO 270			150.00			
	Line Description: Automatic Summary						
3/27/2025	po LI 270		150.00				
	Line Description: Automatic Summary						
270-000-00.000-385.001	FUND BALANCE - ASSIGNED FOF	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
Total	Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Operating							
270-000-00.000-400.000	ACTUAL REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00
7/25/2025	importbsa GJ 270			1,230.00			
	Line Description: Automatic Summary						
270-000-00.000-400.000	ACTUAL REVENUE CONTROL	0.00	0.00	1,230.00	0.00	1,230.00	1,230.00 CR
270-000-00.000-700.000	ACTUAL EXPENDITURE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00
2/17/2025	invoice IN 270		236.55				
	Line Description: Automatic Summary						
3/17/2025	invoice IN 270		260.20				
	Line Description: Automatic Summary						
3/27/2025	invoice IN 270		150.00				
	Line Description: Automatic Summary						
5/15/2025	invoice IN 270		1,114.56				
	Line Description: Automatic Summary						
5/16/2025	genjrnل GJ 270		1,114.56				
	Line Description: Automatic Summary						

270 HISTORICAL COMMISSION FUND

Account Number	Beginning Balance	Debits	Credits	YTD Debits	YTD Credits	Balance
Operating						
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTROL (Continued)						
5/16/2025 genjrnل GJ 270 Line Description: Automatic Summary			1,114.56			
6/16/2025 invoice IN 270 Line Description: Automatic Summary		270.30				
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTRO	0.00	3,146.17	1,114.56	3,146.17	1,114.56	2,031.61
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00
2/17/2025 po PO 270 Line Description: Automatic Summary		150.00				
3/27/2025 po LI 270 Line Description: Automatic Summary			150.00			
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	150.00	150.00	150.00	150.00	0.00
Total Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
Budgetary						
270-000-00.000-390.001 FUND BALANCE - BUDGETARY FI	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 270 Line Description: Automatic Summary			25,113.25			
5/19/2025 budadj BA 270 Line Description: Automatic Summary		25,000.00				
270-000-00.000-390.001 FUND BALANCE - BUDGETARY FI	0.00	25,000.00	25,113.25	25,000.00	25,113.25	113.25 CR
270-000-00.000-400.001 BUDGET REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 270 Line Description: Automatic Summary		25,000.00				
270-000-00.000-400.001 BUDGET REVENUE CONTROL	0.00	25,000.00	0.00	25,000.00	0.00	25,000.00
270-000-00.000-700.001 BUDGET EXPENDITURE CONTRC	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 270 Line Description: Automatic Summary		113.25				

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>
Budgetary	<i>(Continued)</i>					
270-000-00.000-700.001 BUDGET EXPENDITURE CONTROL (Continued)						
5/19/2025 budadj BA 270			25,000.00			
Line Description: Automatic Summary						
270-000-00.000-700.001 BUDGET EXPENDITURE CONTRC	0.00	113.25	25,000.00	113.25	25,000.00	24,886.75 CR
Total Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total Assets	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Total Liabilities	73.00 CR	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Total Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Total Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
Total Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total HISTORICAL COMMISSION FUND	0.00	58,998.64	58,998.64	58,998.64	58,998.64	0.00

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	1,259.75	1,230.00	2,104.61	1,230.00	2,104.61	385.14
Total Liabilities	73.00 <i>CR</i>	4,209.22	4,136.22	4,209.22	4,136.22	0.00
Total Equities	1,186.75 <i>CR</i>	150.00	150.00	150.00	150.00	1,186.75 <i>CR</i>
Total Operating	0.00	3,296.17	2,494.56	3,296.17	2,494.56	801.61
Total Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total All Funds	0.00	58,998.64	58,998.64	58,998.64	58,998.64	0.00



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: August 13, 2025

SUBJECT: O'Connor Fund Report

SUMMARY:

BACKGROUND:

RECOMMENDATION:

Fund Summaries

OCON 1	August		July	
Net Assets	\$	74,496.70	\$	71,598.60
Current Available Balance	\$	16,088.94	\$	16,088.94
 OCON 2				
Net Assets	\$	476,901.29	\$	458,489.30
Current Available Balance	\$	53,579.24	\$	53,579.24

O'Connor Fund Report to KHPC For the August 2025 Meeting

Pam O'Connor

Prepared 8-4-25

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.**
UPDATE 6-2025: Pam met with KZCF staff to discuss this new process, its difficulties, seeking ways to clarify and streamline this process. She and Luis will meet with them on July 9 to explore ideas and options.
UPDATE 8-4-25: Pam & Luis have received responses to the "first-round" questions posed at the above meeting and will discuss and respond to KZCF with additional questions as they continue to evaluate options.
- 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.~~ **COMPLETE.**
- 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.~~
- GRANT AWARD Recommendation**
The Grant-Making Committee met on June 12 and selected a proposed awardee for this year. Please see the meeting notes and award recommendation on pages 2 & 3 of this report. The KHPC is required to vote on this recommendation in order to approve the award.
Update 8-4-25 – at its July meeting, the KHPC approved the committee's recommendation, and the HP Coordinator has communicated with the recipient. The status of the paperwork is not known at this time.
- 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

O'Connor Fund Report to KHPC For the August 2025 Meeting

Pam O'Connor

Prepared 8-4-25

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 VALUE UPDATES

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

Agency Account 01 Asset Balance as of 6-30-25:	\$ 74,055.59
Grant Making Value as of 6-30-25:	\$ 16,088.94

"Regular" Account 02 Asset Balance as of 6-30-25:	\$476,901.29
Grant Making Value as of 6-30-25:	\$ 53,579.24

At our last meeting:

Patrick Vail, Nora Harris & Pam O'Connor. I facilitated via Shelly's online Teams Account.

1) Draft Community Engagement letter smoothed out & corrections made. Patrick sent the results to you yesterday.

2) looked at the mailing list. Nora had compiled a few weeks ago. Pam indicated that you two had compiled an extensive list. She sent that to us. We will work on combining the two at our next meeting.

3) where do we go next?

After landing we meet to determine a course of action.

4) Pam talked about designing a survey - "How can we help you with resources & skills of research... other historic assistance...?" TO GO OUT PRIMARILY TO UNDERSERVED COMMUNITY
More meetings necessary. Looks like unpaid job security for the near future.

Kalamazoo Historic Preservation Commission

What we do:

- Work towards the preservation of Kalamazoo's history through advocacy of effective preservation practices; public education, research, compilation, publication, and maintenance of historic resources

How we do it

- Grants
- Gifts
- Volunteer Opportunities
- Research and Support Services
- Workshops

What have we done? ~~in the last year~~ ?

- Awarded Grants & Gifts
- Supported Historical Markers for the Bronson Park Mound
- Research for preservation of notable structures
- Published three books on Kazoo's architectural history
- Created OHOW videos for historic homeowners
- Gravestone cleaning at Mt. Home Cemetery
- Recognized individuals for their contributions to preservation in the City

Get in Touch

- Public meetings on the second Wednesday of every month at 6 PM in City Hall
- City Liaison, Luis Pena penal@kalamazoo.org
- [Historic Preservation Commission City of Kalamazoo](#)

Have a historic preservation project? We can help connect you with research, grants if you are a 501 (c) 3 organization, connections with community resources, and information about available tax credits.

Draft Letter to Community orgs./groups Pam's Edits

Dear ----

Greetings from the Kalamazoo Historic Preservation Commission (KHPC). May we introduce ourselves?

KHPC members are appointed by and report to the Kalamazoo City Commission. At monthly meetings, we discuss and report on historic preservation activities which relate to our annual preservation work plan and reflect our duties and responsibilities as directed by City ordinance. In other words, we are a "working" commission.

The KHPC's duties and responsibilities generally include helping to preserve Kalamazoo's historic resources using effective preservation practices, identifying, researching and documenting historic resources which warrant preservation, and offering various types of public education on historic preservation in person, digitally and on paper. For example:

- Since the KHPC was created, it has published three books on Kalamazoo's architectural history, which, with thanks to the Kalamazoo Public Library, can all be seen online at: <https://www.kpl.gov/category/local-history/online/pages-from-the-past/>
- In collaboration with our local Public Media Network and with additional help from the Kalamazoo Public Library, a series of architectural style and home repair videos for homeowners was created several years ago. OHOW (Old House Owners Workshops) videos can be viewed on KPL's site here: <https://www.kpl.gov/search/OHOW/?d=website>
- The KHPC also offers competitive grant opportunities to qualifying 501(c)(3) non-profits through its [O'Connor Fund/ Competitive Grant Program](#) for exterior building rehabilitation and preservation planning. Qualifying non-profits are invited to a pre-application grant writing workshop to help them prepare their applications before each annual grant cycle. Occasional gifts for projects not covered in the Grant program are also offered through the O'Connor Fund. In the past five years, the KHPC/O'Connor Fund has awarded gifts and grants valued at over \$40,000 for Kalamazoo's historic buildings and places, including emergency building repairs, masonry and roof work, and the upcoming historical markers in Bronson Park near the Mound.
- The KHPC also honors excellent preservation efforts in the City with annual public awards.

Within the city, we see historic preservation's benefits, and would love to hear from your organization about how we might be able to help you "do" historic preservation.

The KHPC meets at City Hall on the second Wednesday of each month at 6 p.m. If you have an idea about how the KHPC might help your preservation work, please reach out, by attending meetings or emailing our City of Kalamazoo Historic Preservation Coordinator, Luis Pena at penal@kalamazoocity.org.

We look forward to growing our work in the City through connecting with you!

Thank you,

Monthly Report for KHPC - City Hall Local Historic District Designation

Prepared August 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 nearly 3 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 8-4-25. With thanks to Commission Praedel, the full subcommittee met with he and DCM Rebekah Kik on July 28th. During the discussion, DCM Kik supported the goal, and through discussion, we developed 3 scenarios for taking the initiative forward. DCM Kik put the item on the City Managers Meeting agenda for 8-4-25, and promised to have "next steps" for us soon.

- 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

This is not an actual workplan, but uses goals from 2025 and comments I've added								
GOAL NUMBER or ITEM Name	TITLE	SUMMARY DESCRIPTION	TASK(S)	WHO?	TIMEFRAME/DUE DATE	BUDGET	NOTES	
#1	Community Engagement	Dev. relationships w/under-represented community groups within the C of K for the purpose of learning the groups' mission & goals and sharing the KHPC's core values, activities & duties		Leader: Edison, Vail, Harris, & O'Connor				
			Create a list of under-represented community groups in the C of K.	?	?	?		
			Create a 1-pager doc that explains what the KHPC is and its duties, inc. a list of ways (generally) the KHPC can assist.	?	?	?		
			Attend a meeting held by each organization to make intros & understand its mission & goals (bring the list to the meeting and plan to listen well)	?	?	?		
			Consider ways HP can be mutually beneficial	?	?	?		

				Submit a WRITTEN monthly report to the KHPC	Leader			
				Investigate a city-wide diversity report for Kalamazoo	Pam	End of Year	N/A	
#2	Historic Kalamazoo Calendar Project	Create a hanging calendar that will educate and be an income stream			Leader: Vail, Edison, Harris, & Paduck	?		
				Identify buildings, sites and events buildings	?	?	?	
				Find photographer for photos, or find existing with cheap/free rights)	?	?	Depends on number of copies	
				Find printer	?	?	?	
				Find distribution outlets and set up accounting and delivery, etc.	?	IN time to sell for 2026	Unknown	Depends on how many copies are printed
				Submit a WRITTEN monthly report to the KHPC	Leader			

	#3	Cemetery Preservation	Partner w/local cemetery pres. groups to support their efforts and create educ. resources for identifying & understanding cemetery structures.		Leader: Dusti Morton. Melissa Paduck			
				Inventory cleaning supplies and make available to other groups when necessary/requested.	?	?	?	
				Facilitate comm. between groups; meet with groups; Communicate workdays using Grave Issues Squad list and non-city-owned FB groups focused on WM volunteerism	?	Apr-25	?	groups are FKHC, FKCC, Jaycees
				Partner with FKHC, FKCC to increase outreach visibility	?	?	?	
				Attend events, assuring supplies are distributed and newbies are familiar with appropriate gravestone cleaning & core values of KHPC	?	?	?	

				Produce a packet that consolidates local cemetery info for public use to be made available on the KPL and KHPC web pages, including structures, Iconography, Common metal grave markers & flag holders in Kazoo	?	?	?	
				Submit a WRITTEN monthly report to the KHPC	Leader			
#4		Historic Preservation Month/Awards	Taskes related to celebrating HP month in May		Leader Harris. Paduck & Hibbard			
				Consider creating new categories that highlight under-represented communities	?	?	?	
				Create criteria for evaluating applications	?	?	?	
				Publicize/distribute award nom forms	? + HP Coordinator	February & March	?	
				Decide and vote on awards	Sub-committee & KHPC	April	?	
				Get award certificates produced and framed	?	April	\$500 ???	

				Coordinate creating award winner videos w/communications	? + HP Coordinator	May	?	
				Hold Awards event in late May	? + HP Coordinator	May	?	
				Create additional Pres Month programming that aligns with KHPC Goals & Duties	?	?	?	
				Submit a WRITTEN monthly report to the KHPC	Leader			
#5		Manage grants & gifts programs of the O'Connor Fund	Oversee web pages, application forms, meetings, program edits, etc	See O'Connor Fund annual Schedule & Comms Plan	Leader: O'Connor. Hibbard, White, Akina	Ongoing/annual	\$400 for pre-application workshop	
#6		Complete City Hall LHD designation in 2025	Pick up and complete where process was interrupted several years ago		Leader: O'Connor. Hibbard, Edison, Aardema			
				Get Deputy City Manager's advice on Communication	Leader/Sub-committee & HP Coordinator	?	?	
				Communicate with CC about process using above info & Narrative Points prepared	Leader & HP Coordinator	?	?	

				Move forward with public hearing, final report to CC within a year, and CC vote	HP Coordinator	Sep-25	\$0	
				Seek information on and consider request to erect a marker on the building, its history and the BP National Register District	?	End of 2025	est \$500 - \$2,000, depending on size & materials	Does not need to be an "official" National Register of Historic Places plaque (which must be coordinated by a state agency)
	Continuing Education					Recurring		
		State & National Pres Org. Memberships	Manage Renewals	Renew these memberships annually	HP Coordinator	Renew when expiration notices are received	\$345	\$195 annually for NTHP FORUM level membership; and \$150 annually for MHPN membership

		Conference Attendance Scholarships	Up to 2 KHPC members may receive reimbursement for "EARLY BIRD" (only) registration expenses	Attend State (spring) or National (fall) Conference and provide 1-page summary report to KHPC at next calendar meeting.	KHPC Member who receives benefit	Next Regular Meeting following Conference	Less than \$2000	Staff conference attendance must be covered by City of Kalamazoo. KHPC members only may receive this benefit. 2 x 2 day registrations for MHPN conference in 2025 were \$620. 2 FULL registrations for NTHP conference are \$1,240. All other costs must be covered by the KHPC attendee.
		Annual Work Plan	Create annual workplan w/a professional facilitator	In a 3-4 hour meeting, determine what projects should be undertaken, and assign responsibility for all steps to achieve the goal, due dates for those steps, and how much each step will cost if there is an associated cost.	KHPC Chair	June-July		Needs to be ready in time for annual City budgeting process in the fall???

A possible FRAMEWORK for the KHPC's Work Plan Session

Pam O'Connor, 30 July 2025

Greetings KHPC Members -

Kyle H. and I have discussed this idea and agree that it's something you may wish to consider for the future. (Please forgive the typos!)

From well before the KHPC began making gifts/grants from the O'Connor Fund, I've attended many meetings, served on sub-committees, and have occasionally joined annual Work Plan sessions. Now, with 35 years of professional and volunteer projects behind and still in front of me, I've worked on lots of annual workplans and would like to share my experience for your future consideration.

The most memorable and impactful workplan I've ever participated in was during my Michigan Historic Preservation Network Board tenure. The organization was in a funk. Its efforts were scattered because it was trying to do too many things in too many places at once – and as a result, was often ineffective. Recognizing that “spinning wheels” feeling, we held a facilitated workplan session. Within months, the group went from “funk” to acting as a “working” board that got fewer, but important things, done. A year later, I had a similar experience while still serving as a Michigan Advisor to the National Trust for Historic Preservation.

Though I'm now technically a KHPC “outsider,” like all of you, I've invested many hours in Kalamazoo preservation, and think the time and talent you have put into your current workplan goals is admirable. However, like the MHPN in its “funk” stage - the KHPC may be trying to accomplish too much at once.

MHPN also, in addition to building a list goals, MHPN identified **who** would be responsible for each objective toward the goal, a completion **due date**, and how much each objective would **cost** toward the goal's cost.

With the considerable talent you bring the KHPC, you all can do that too, and develop a strong plan with goals that people will carry out on time, and a budget. So, I'd like to submit the following thoughts for consideration when you consider doing your next plan.

Plan for Planning:

- 1) Take the time your effort deserves. If your goals are going to be a good fit and effective, you may be able to do it in 3-4 hours.
- 2) Do **ONLY** planning at the session. Do training as needed at a different time. Schedule the workplan session sufficiently ahead for a **JUNE** Saturday or a weekday evening and commit to showing up. (June is estimated because you'll need to finish the process to insure you're ready to report your budget in the fall, but it could be a bit later.)

At the Meeting:

- 3) Review your existing workplan to determine:
 - a. what's on the list that should **STAY** on the list; this is annual stuff like Preservation Month and O'Connor Fund work.
 - b. what's not finished and why (a lack of person-power maybe?), and,
 - c. what's finished and can be removed and celebrated (and reported to the City at year's end)
- 4) Conduct a broad (45 minutes max) conversation that builds a goals list, and be sure to give it some thought before the meeting.
- 5) Then review the list to determine which items sync with KHPC's duties and responsibilities and SHPO's plan. If a proposed goal does not sync, it doesn't belong in your work plan. If it does not sync with the SHPO long-range goals, it may not belong in your work plan. (Some things in the MHPN plan did not sync with the SHPO's because, for example while MHPN can “advocate,” the SHPO may not, by law.)
- 6) If, with 2 recurring goals, your total comes to more than 4, decide what's most important in a 2nd timed discussion and reduce your list to goals that are the important, doable and sync the best. You're volunteers, and with that in mind, I recommend that in combination with 2 annual goals, you should not add more than 2 others, for 4 or less in total.

A possible FRAMEWORK for the KHPC's Work Plan Session

Pam O'Connor, 30 July 2025

NOTE: This next part of the process requires KHPC members to take responsibility for carrying out the objectives needed to achieve a goal. You need a "yes" from people to move anything forward. And remember, subcommittees do NOT need to be primarily comprised of KHPC members, but need at least one who knows members of the public who can/will help if needed. The KHPC member does not even need to chair a sub-committee, but should ensure monthly reports are issued. Again, if no one wants to do it, it doesn't belong in your plan.

At the Meeting, continued:

- 7) Use the framework spreadsheet (like the one provided) to list those goals.
- 8) Then use that framework to plug in:
 - a. all of the objectives, listed in ordered, measurable steps that are needed to accomplish the goal. Think it through carefully.
 - b. Assign a realistic due date for accomplishing each objective, and when you're done,
 - c. Assign a due date for completing the goal. Don't freak if it takes more than a year. (For example - who knew we'd still be trying to get City Hall designated locally 3+ years after the decision to make it a goal?) Also, multi-year goals are fine – like a study or other longer-term project – but you need to agree that it will be automatically carried over if needed, unless it fails in the process. (One of MHPN's multi-year goals was to get the MI State Historic Rehab Tax Credit passed into law.)
 - d. Estimate the cost of each objective to arrive at the goal's total cost. These may change as time passes, but give it your best guess. Objectives examples: grant & gift making has an expense, workshop participant materials cost money, lunches, preservation awards printing & framing, speakers, consulting fees, etc.

NOTE: You now have a plan. Approve it officially and get to work! And:

- 9) Review the workplan and responsibilities every month and submit a written report – even if you've accomplished nothing. Either way, those reports will tell you something valuable in the end and establishes the best record of your accomplishments (or not) and that will be helpful in the future.
- 10) As you accomplish your objectives and goals, Strike through them on your workplan list and consider using it as a reason to celebrate and tell the public – and make sure they're on the "end of year" report to the City.

The "framework" format I've provided is shamelessly adapted from the one Katherine White created for the O'Connor Fund Communications/Work Plan!

Recommended Action:

That the KHPC members agree to review this document and the sample spreadsheet prior to the September meeting for further conversation and possible adoption for later implementation (no later than June/July 2026) at its next workplan meeting.

Questions?

Thank you! Pam

		2025	2025	2025
		Revised Budget	Year to Date Expenses	Balance
Historic Preservation Commission Funds				
Revenues				
270-803-00.000-642.003	HISTORIC PRESERVATION SALES	\$0.00	\$0.00	\$0.00
270-803-00.000-665.001	INTEREST ON INVESTMENTS	\$0.00	\$0.00	\$0.00
270-803-00.000-674.000	PRIVATE CONTRIBUTIONS AND DONATIONS	\$25,000.00	\$1,230.00	\$23,770.00
270-803-00.000-684.000	USE OF RESERVES (BUDGET ONLY)	\$0.00	\$0.00	\$0.00
	TOTAL	\$25,000.00	\$1,230.00	\$23,770.00
Expenditures				
270-803-00.000-729.000	OPERATING SUPPLIES	\$486.75	\$0.00	\$486.75
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	\$500.00	646.75	(146.75)
270-803-00.000-801.001	BANK FEES	\$0.00	\$0.00	0.00
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	\$200.00	\$0.00	200.00
270-803-00.000-811.000	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	0.00
270-803-00.000-881.000	FUNDRAISING	\$0.00	\$0.00	0.00
	TOTAL	\$1,186.75	\$646.75	\$540.00
KCF O'Connor Historic Preservation				
270-803-03.000-727.002	MEETING SUPPLIES	\$0.00	\$0.00	\$0.00
270-803-03.000-729.000	OPERATING SUPPLIES	\$2,800.00	\$0.00	\$2,800.00
270-803-03.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00
270-803-03.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00
270-803-03.000-811.000	PROFESSIONAL DEVELOPMENT	\$2,200.00	\$1,384.86	\$815.14
270-803-03.000-881.000	FUNDRAISING	\$0.00	\$0.00	\$0.00
270-803-03.000-882.000	SPONSORSHIPS	\$10,000.00	\$0.00	\$10,000.00
270-803-03.000-956.000	GRANTS	\$10,000.00	\$0.00	\$10,000.00
	TOTAL	\$25,000.00	\$1,384.86	\$23,615.14

2026 Draft Budget	2026 Notes
\$0.00	
\$0.00	
\$26,345.00	
\$26,345.00	
\$500.00	
\$500.00	
\$345.00	MHPN and NTPC
\$1,345.00	
\$2,800.00	
\$2,200.00	
\$10,000.00	Gifts (2)
\$10,000.00	2 Grants
\$25,000.00	