

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, September 10, 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 13 August 2025

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report

F. DISCUSSION/ACTION ITEMS

1. Planning Session

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, August 13th, 2025

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:01

B. ADOPTION OF FORMAL AGENDA

Morton moved to approve

Harris 2nd

C. APPROVAL OF MINUTES

Hibbard in F1 bottom of page Sextons Lodge purchasing someone needs to be purchasing something.

Vail moved to approve as amended

Paduk 2nd

D. PUBLIC COMMENTS

Pam about one year ago I wrote an article on History of City Hall building and has been accepted by Encore magazine and will be published next month. Which is the 94th birthday of the building and is called City Hall at 94. When you come to the community engagement report there is a letter we got in the packet that we combined during our other meeting.

E. REPORTS

1. Financial Report

Pena read report

2. O'Connor Fund Report

Pam an update from the 8425 Luis and I talked about the responses we got from the Community Foundation and sent another round of questions, and we summarized everything. In the process of doing that we came up with a couple more questions that we returned to them on the 6th. Friday last week we got a response they would get back to us. Hibbard, I did sign the grant paperwork, is there any update on that? Pena no but we can go ahead and get started on work. Matt Klouse called me asking if anything needed any historic review, I told them no. Waiting on Shippo to make sure they are going to get a tax credit.

3. Encouraging Community Wide Engagement Report

Pena once we make contact with folks and they let us know that they would like some help in some capacity. What we do next and how do we move forward is

the intent of the point underneath number three. Edison, I know in the past DEI went to groups and met with them. It seemed to be running up and not getting past the meeting and had nothing come out of it. It's better they come to us instead of us searching for them. The meeting went through two letters introducing what we are about in Community Engagement a third was drafted I have not looked at. Vail the third was what Pam wrote. Vail emailed to the commission. The sub committee can make changes and get back to Pena and get a target date to send them. We will talk about the list and letter at the next meeting.

4. City Hall Local Historic District Report
Pena, the communications team reached out to me today. SHPO put out a press release today saying the awardees were for CLG grants. MLive and WWMT also picked up the article. They both published an article saying that City Hall was one of the recipients of CLG funds to assess City Hall. That's the first step to address some of the damage to City Hall. We get to shine the light on the CLG program they are doing a lot of work, 250,000 work in the state of Michigan to help out communities.
5. Work Plan Request for Consideration
Hibbard, Pam submitted a summary of what we established in our last planning session for our goals and what we need to do to accomplish them and try to assign timetables and responsibilities for our next planning session. We will have another meeting to discuss this we can have one or two meetings. Email Pena on what will work for the commission needs to be this Friday 8/15/25.

F. DISCUSSION/ACTION ITEM

1. 2026 Draft Budget Review
Pena this is largely the same as last year. The budget from last year we had a lot of issues were the expenditure exceeding our revenues. The numbers were not as tight as we wanted them. We are still seeing \$26,000 being shown and \$26,000 including the placeholder of \$25,000 that we can pull over from the O'Connor fund, making the budget look much larger than it is. Hibbard sponsorships mean gifts. Pena yes when they made the new vessel for the O'Connor fund. Pena this is a draft we have to have the final done by October 27th, 2025.

G. COORDINATOR'S REPORT

1. Coordinator's Report
There will be a gravestone in place for the person that was exhumed at Pioneer Cemetery. There was a car crash in the 200 block of East Michigan and Edwards no one was hurt thankfully. It showed to me that old buildings can stand the test of time even when met with physical damage. Work is underway to repair the building. Sextons Lodge is still waiting on estimates back to get a good number

for us. We got all the signatures for the programmatic agreement. Scott Slagger with SHPO said we need to file it with ACHP. Waiting for their response.

H. COMMISSIONER COMMENTS

Paduk Vandercook Hall there is a third of the building still there. They removed the plaque that was above door of the remaining entrance where is said Vandercook Hall for men don't know what they did with it. Morton went to the Allegan seminar was good. A stone carver did a demonstration also let us try to carve a stone. They are planning more events like this one. Gary will have a living history tour at Mount Home Cemetery on September 6th from 1-5 there is a cost for that. Edison there is a Stuart History Homes tour October 4th and 5th. Our last Kalamazoo in Bloom the Native American garden mound project Melissa presented how the Cleo program could be used and utilized like she did for the East Main campus at Western. Hibbard, I saw that Sharon disbanded her nonprofit recently.

I. ADJOURNMENT

Hibbard moved to adjourn 7:23 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

<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

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	<i>(Continued)</i>					
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 CONTRC	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

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

Fund Summaries

OCON 1	September		August	
Net Assets	\$	75,197.24	\$	74,496.70
Current Available Balance	\$	16,088.94	\$	16,088.94
OCON 2				
Net Assets	\$	481,385.95	\$	476,901.29
Current Available Balance	\$	53,579.24	\$	53,579.24



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: September 10, 2025

SUBJECT: Planning Session

SUMMARY:

The annual Historic Preservation Commission (HPC) planning session is an opportunity for the commission to set annual goals and approve next year's budget.

BACKGROUND:

Because the budget of the HPC is directly tied to the work done by the HPC, this report serves to provide the appropriate motion necessary to approve the budget.

RECOMMENDATION:

Staff recommends the following motions be used to approve the budget:

1. Motion to approve the 2026 Budget.
2. Motion to accept the donation and authorize the disbursement of funds from the Kalamazoo Community Foundation for the 2026 Budget.

KHPC Annual Planning Meeting Agenda September 10, 2025 @ 6 PM

NOTES FOR A PRODUCTIVE MEETING:

- SHOW UP ON TIME – and 5 MINUTES EARLY IS **ALWAYS** ON TIME.
- COME PREPARED.
 - Re-read the 30 July “Possible Framework...” document and bring with you
 - Be thinking broadly about new goals and how they may fit into the KHPC's existing Duties and Responsibilities (below)

AGENDA

- **Introduction to the Process** (Pam will lead, Luis will comment, provide info and comments as needed) (6 – 6:05)
- **Existing Workplan Review** What needs to stay, is finished, is not... WHY (6:05 – 6:25)
- **Build Goals list** (add recurring goals to this list) (6:25-6:55)
- **Review New Goals to insure comporment w/ Duties & Responsibilities** (6:55 – 7:05)
- **Reduce list to 4 Goals total (including recurring goals)** (7:05 – 7:25)

- 5 Minute Break? (7:25 – 7:30)

- **Who will do what? (Break into small groups if needed)** (7:30-7:35)
- **Complete Goals Sheets** (deadlines, who, cost) (7:35-8:10)
- **Do a final sort** (reduce to 4 goals if needed) (8:10-8:20)
- **Put your new plan on your October agenda for approval.** **FINISH @ 8:30**

KHPC Duties and Responsibilities

- 1-prepare and keep current an inventory of historic resources within the City which, in its judgment, have such value as to warrant preservation and/or redevelopment; to publish such inventory; and to cooperate with the owners of such resources in devising and carrying out appropriate means for their preservation and/or redevelopment
- 2-shall also encourage the collection of materials illustrative of the history of Kalamazoo and encourage their deposit into public or educational institutions within the City or the state that the Commission deems most suitable for their preservation and use
- 3-may support and produce historical publications
- 4-shall cooperate with the City in preserving official records and documents so that they may be available for public use
- 5-shall be responsible for the coordination and nomination of national register and state register historic districts, sites and/or individual properties, and may support the creation of local historic districts
- 6-shall encourage and promote historic preservation, and educate the public on preservation whenever possible
- 7-may support the inclusion of historic preservation concepts in planning and land use; and carry out other activities as assigned by the City
- 8-shall also carry out the duties of the historic district study committee as set forth in MCLA § 399.201 et seq. and Chapter [16](#) of the Kalamazoo City Code.

								\$\$\$\$ Total Cost for goal	
.									
.									

GOAL & OBJECTIVE WORKSHEET



Setting great goals and objectives are an integral part of planning events. This worksheet is a resource for you to help set your goals and objectives and get started planning awesome events.

VISIONING

Every great plan has a unique vision. Take the opportunity to write about the vision for your event here. This is your opportunity to dream!

*People with goals succeed because they
know where they're going*

~ Earl Nightingale

GOALS

You are one step closer to your vision after you identify your goals. List up to 5 goals that you would like to see for your event. Remember to use S.M.A.R.T. goals. These goals are specific, measurable, attainable, realistic, and time-based.

1. _____
2. _____
3. _____
4. _____
5. _____

GOAL & OBJECTIVE WORKSHEET



OBJECTIVES

How you accomplish your goals will depend on your objectives. Objectives are key steps that you will take to accomplish your goals. Simple steps are better!

1. (List goal #1 from above)

 - a. (List objectives)

 - b. _____
 - c. _____

2. _____
 - a. _____
 - b. _____
 - c. _____

3. _____
 - a. _____
 - b. _____
 - c. _____

4. _____
 - a. _____
 - b. _____
 - c. _____

5. _____
 - a. _____
 - b. _____
 - c. _____

GOAL & OBJECTIVE WORKSHEET



OBSTACLE PLANNING

Every great plan has its share of obstacles. List out 3 obstacles that you can foresee happening as you execute your plan for your event.

1. _____
2. _____
3. _____

SOLUTION SETTING

If you find that you can foresee obstacles, then you should be able to foresee solutions for them. List 3 solutions that will resolve your obstacles should they happen.

1. _____
2. _____
3. _____

TIMELINE

Setting a timeline helps realize your plan in the timing that you set. List your preferred timeline to execute your goals and objectives.

Date	Goal	Objective

GOAL & OBJECTIVE WORKSHEET



REPORT & CELEBRATE

Take the time to celebrate on your success! Write down your success of how you met your goals and objectives. Use this guide in the future as a template for your successful event.

The best preparation for tomorrow is doing your best today.

~ H. Jackson Brown Jr.

		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	