

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, November 12, 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.

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report
3. City Hall Designation Report
4. Highlights from the NTHP PastForward 2025
5. Community Engagement Subcommittee
6. Preservation Month Plan

F. DISCUSSION/ACTION ITEMS

1. Pam O'Connor Envelope and Stamp Reimbursement

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.

KHPC Workplan Discussion notes

- Existing Workplan Review – what stays, what’s finished, and what’s unfinished
 - Carry-overs: Goals 4 & 5 (Preservation Month and O’Connor Fund)
 - “DEI” (Goal 1)
 - All good progress overall. For point (f), Pam suggests KHPC could investigate how to do it and research how the study would be done instead of merely stating that we’ll do it. Because of the scale, a consultant would be hired. There hasn’t been anything like this created by the City.
 - Goal 2
 - This one could help with creating an income stream, but it would entail a lot of work.
 - Goal 3
 - There is a non-profit is already doing a lot of this work; do we want to keep this? Dusti does; she mentioned there’s still a benefit to keep this goal. Ex. Revenue from her publication idea and to keep in contact w/Friends of Kalamazoo Historic Cemeteries.
 - Goal 5
 - Kalamazoo Community Fund could gift and write checks instead of going through the process with the City.
 - Pam notes that if KHPC doesn’t exist in the future, the Fund would go to HDC. If HDC doesn’t exist, the City would get their original \$5000 donation, but there is no language as to what would happen next. This should be addressed.
- Build Goals List -- Ideas
 - Build digital walking tours – maybe Melissa, potentially working with Lynn Houghton, and proceeds could go to the O’Connor Fund.
 - Possible connections to Kalamazoo Public Schools – go over past efforts to engage with public school kids.
 - Increased connections with Western Michigan University, i.e. Dr. Evan Kutzler. KHPC could provide schools info on KHPC and historic preservation.
 - Engaging with post-secondary institutions. Getting university students involved.
 - Potentially keep local cemetery preservation.
 - Calendar goal – decided to take off.
 - Kalamazoo City Hall as a local historic district.
 - Website work – presenting the information; public image; internal image
- Review New Goals
 - O’Connor Fund and May Preservation Month Goals will stay on.
 - KHPC Goals and corresponding HPC Duties per Ordinance
 - Virtual walking tours, engage with public school students and higher education
 - Cemetery Care (3,6,7)
 - Calendar (2,3,6)
 - Institutional pres. (2)

- Community engagement (6)
 - City Hall designation (1,5,6,7)
 - Public Image/Internal (6)
- Reduce list to 4 Goals (or 5 Goals)
 - O'Connor Fund
 - May Preservation Month
 - Create 2 historic tours
 - Cemetery care
 - City Hall
- Who will do what and goal sheets
 - Idea for Preservation month from Pam: could get some spots over a couple of weeks on WMUK to spread the word. Another suggestion was to contact neighborhood associations.
 - Goal & Objective Worksheet
 - (1) Preservation Month – Historic Preservation Awards of Merit Ceremony in 2026
 - Promote, evaluate/judge, celebrate
 - Nora, Melissa
 - (2) Create 2 Historic Tours
 - Decide subjects/areas, research, decide on medium, look into revenue source feasibility, make it.
 - Melissa, Fred, Dusti
 - (3) Cemetery Care
 - Decide areas, determine medium, research, revenue source (?), make it.
 - Dusti and other community members
 - (4) O'Connor Fund
 - Pam, Kyle, Katherine, Kaila
- Budget
 - Pam: gifts: \$5000x2, grants: \$10,000. + Professional development – MHPN registration
 - Operating costs: \$200 room rental for Pres. Month, \$300 award making and framing, \$250 refreshments, mailings for letters
 - \$5000 for walking tour expense (contractor)
 - Cemetery care: \$500 - printing costs of pamphlets
 - \$2000 for speaker for Preservation Awards (also professional and contractual services)

Historic Preservation Commission Workplan (Draft)

V.1 – 15 September 2025

1. 1.O'Connor Fund Management (O'Connor)
 - a. (Pam, can you provide steps for this?)
2. Host Preservation Awards of Merit (Members: Harris and Paduk)
 - a. Promote the Nomination opportunity (How?)
 - b. Judge and evaluate applications submitted using the rubric
 - c. Celebrate award winners (How, When, Where, Cost)
3. Create two Kalamazoo Historic Tours (Members: Paduk, Edison, Morton, potential community members)
 - a. Decide on areas/topics for the tours
 - b. Determine medium for tours
 - c. Research areas/topics
 - d. Determine whether or not the tour will be a revenue source (and any implications therein)
 - e. Build/organize tour
 - f. Conduct/publicize tours
4. Produce a Cemetery Guide (Members: Morton, Community Members)
 - a. Decide on areas/cemeteries to highlight
 - b. Determine medium for the guide (digital, physical, etc.)
 - c. Conduct cemetery research
 - d. Write and format guide
 - e. Print/produce guide
 - f. disseminate

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
5/19/2025	budadj BA 2918	-13.25					
	Line Description: XFER FRM O'CONNOR FUND BALANCE						
	Document Description: O'CONNOR DON TO HISTORIC PRES						
270-803-00.000-729.000	OPERATING SUPPLIES	486.75	0.00	0.00	0.00	486.75	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						
5/16/2025	genjnl GJ 26373		-1,114.56				
	Line Description: MOVE HISTRIC COMMISSION INV142						
	Document Description: MOVE HISTORIC COMMISSION INVOI						
5/19/2025	budadj BA 2918		-100.00				
	Line Description: XFER FRM O'CONNOR FUND BALANCE						
	Document Description: O'CONNOR DON TO HISTORIC PRES						

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 HISTORIC COMMISSION	1,186.75	646.75	646.75	0.00	540.00	54.50
270-803-03.000 KCF O'CONNOR HISTORIC PRESERVATION						
270-803-03.000 KCF O'CONNOR HISTORIC PRESERVATION						
270-803-03.000-729.000 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 2918	2,786.75					
Line Description: HISTORIC PRESERVATON AMENDMENT						
5/19/2025 budadj BA 2918	13.25					
Line Description: XFER FRM O'CONNOR FUND BALANCE						
270-803-03.000-729.000 OPERATING SUPPLIES	2,800.00	0.00	0.00	0.00	2,800.00	0.00
270-803-03.000-811.000 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00
5/16/2025 genjrl GJ 26373		1,114.56				
Line Description: MOVE HISTRIC COMMISSION INV142						
5/19/2025 budadj BA 2918	2,100.00					
Line Description: HISTORIC PRESERVATON AMENDMENT						
5/19/2025 budadj BA 2918	100.00					
Line Description: XFER FRM O'CONNOR FUND BALANCE						
6/16/2025 invoice IN 145110		270.30				
Line Description: LODGING DURING MI HISTORICAL P						
Vendor: 011304 BEST WESTERN SAULT STE MARIE						
Check # 1157713						
270-803-03.000-811.000 PROFESSIONAL DEVELOPMENT	2,200.00	1,384.86	1,384.86	0.00	815.14	62.95
270-803-03.000-882.000 SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 2918	10,000.00					
Line Description: HISTORIC PRESERVATON AMENDMENT						
270-803-03.000-882.000 SPONSORSHIPS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
270-803-03.000-956.000 GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
5/19/2025 budadj BA 2918	10,000.00					
Line Description: HISTORIC PRESERVATON AMENDMENT						
270-803-03.000-956.000 GRANTS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total KCF O'CONNOR HISTORIC PRESERVATION	25,000.00	1,384.86	1,384.86	0.00	23,615.14	5.54
Total HISTORIC COMMISSION	26,186.75	2,031.61	2,031.61	0.00	24,155.14	7.76

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						
Total	TRANSFERS OUT - OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
Total	HISTORICAL COMMISSION FUND	26,186.75	2,031.61	2,031.61	0.00	24,155.14	7.76
	Grand Total	26,186.75	2,031.61	2,031.61	0.00	24,155.14	7.76

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-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



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: November 12, 2025

SUBJECT: O'Connor Fund Report

SUMMARY:

BACKGROUND:

RECOMMENDATION:

Fund Summaries

OCON 1	November	September
Net Assets	\$ 79,590.42	\$ 75,197.24
Current Available Balance	\$ 16,088.94	\$ 16,088.94
 OCON 2		
Net Assets	\$ 509,759.50	\$ 481,385.95
Current Available Balance	\$ 53,579.24	\$ 53,579.24

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

Pam O'Connor Prepared 10-29-25

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.

UPDATE 9-19-25: Pam, Luis and the KZCF staff have completed several additional rounds of Q&A, and are nearing a final agreement on how they believe this should take place.

IN SUMMARY: Several actions are tentatively scheduled to go before the KZCF Board of Trustees at its February meeting for approval, with the chief components addressing:

- clarifications to the original Letter of Direction created in 2000, and,
- creation of a NEW Letter of Direction for a new Field of Interest (FOI) Fund. Both of these items are decisions between Pam & Terry O'Connor and the KZCF
- Creation of the new Field of Interest Fund through a transfer of funds from the existing O'Connor Fund. This fund will be strictly for grants and gifts, and allows the KZCF to transfer funding directly to the grant or gift recipient. Because this is a FOI Fund, the KHPC will be both the Fund Representative and the Advisory Committee, and once the transfer that creates this new FOI is executed, future transfers from what are now O'Connor 1 & 2 accounts can also be effected, so all future annual solicitations can still go into the existing 02 fund.

The decisions of how much will be rolled over to create the new FOI and from what account(s) will be made between now and when the KZCF's February 2026 Board of Trustees agenda by Pam & Luis in consultation with the KZCF.

~~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 is now accessed from O'Connor Fund home page.~~

~~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.~~

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

Pam O'Connor Prepared 10-29-25

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.

Update 9-19-25 Work has begun but being delayed for SHPO reviews.

- 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 VALUE UPDATES

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

“Agency” Account 01 Asset Balance as of 9-1-25: \$ 77,789.65
Grant Making Value as of 9-1-25: \$ 16,088.94

“Regular” Account 02 Asset Balance as of 9-1-25: \$497,981.70
Grant Making Value as of 9-1-25: \$ 53,579.24



KALAMAZOO
 1121 MILLER RD
 KALAMAZOO, MI 49001-8335
 www.usps.com

10/31/2025

11:21 AM

Product	Qty	Unit Price	Price
Give Directions	1		\$0.00
Rate Inquiries	1		\$0.00
US Flag Coil/100	1	\$78.00	\$78.00
Grand Total:			\$78.00
Credit Card Remit			\$78.00
Card Name: VISA			
Account #: XXXXXXXXXXXX4535			
Approval #: 03336D			
Transaction #: 225			
AID: A0000000031010 Chip			
AL: VISA CREDIT			
PIN: Not Required CAPITAL ONE VISA			

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<https://informedelivery.usps.com>

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 or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 254910-0001
 Receipt #: 840-54930248-3-5062379-1
 Clerk: 25



Thanks for shopping! Your order is confirmed.

[View order details](#)

Your order will ship to:
Pamela O'Connor
500 Revel Run
Apt 3030
Kalamazoo, 49001-4635 MI
United States

Estimated delivery:
Mon, Nov 03

Your order details

We'll let you know when your order has shipped.

[Southworth J55410 Gummed Closure 25% Cotton Linen #10 Envelope \(250/BX\) New](#)



Price: **\$32.27**
Item ID: 286361429304
Order number: 10-13771-66226
Seller: [cpo-outlets](#)
CPO Commerce, LLC
177 E Colorado Blvd
Ste 200
Pasadena, 91105-1955 CA
United States

eBay Money Back Guarantee

[View order details](#)

Order total:	
Subtotal	\$32.27
Shipping	Free
Sales tax	\$1.94
<hr/>	
Total charged to x -4535	\$34.21

How useful is this email?

☆☆☆☆



Email Reference ID: [#d0fbd3f1aacf4045823673becf8cb28f]

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If you have a question, [contact us](#).

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Monthly Report for KHPC - City Hall Local Historic District Designation

Prepared September 19, 2025 by Pam O'Connor for the October 8 2025 meeting

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.~~ **We spoke with DCM Rebekah Kik on this topic on July 28th.**

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.

Update 9-19-25. DCM Kik met with the City Manager soon after and reported back to Luis that he wished to not proceed until after other property owners said yes. I met several weeks after that with City Commissioner Praedel, who plans to investigate the rationale for this choice, and believes this designation could go forward now, without waiting for other property owners, and be straightforward and well-supported.

- 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

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: November 12, 2025

SUBJECT: Highlights from the NTHP PastForward 2025

SUMMARY:

BACKGROUND:

RECOMMENDATION:

Highlights from the National Trust for Historic Preservation's PastForward 2025

Preservation Advocacy Session

The session detailed the current status of state and national tax credit programs. In Wisconsin (where the conference took place), they are fortunate to have a reasonably robust program, which has benefited many irreplaceable historical places, including the [Mitchell Park Domes, which were included on the National Trust's 11 Most Endangered Places list in 2016](#) and originally constructed between 1959 and 1967. The site features three domes—the Show Dome, the Tropical Dome, and the Desert Dome—which house greenhouses that showcase some incredible plants. It is a highly visited area that brings community members and visitors together.

There was also a discussion on the proposed [America the Beautiful Act \(S. 1547\)](#), which is being advocated for by historic preservation professionals across the country, and the [Historic Tax Credit Growth Opportunity Act \(S. 1459\)](#). I recommend reading more about these topics using the provided links.

The conference also featured talks from Clint Smith, author of [How the Word is Passed](#), and Carl Elefante, author of [Going for Zero: Decarbonizing the Built Environment on the Path to Our Urban Future](#). Two exciting perspectives on how the study of place (historic preservation) continues to be incredibly relevant in our current world.

Dugout Canoes - Wisconsin Educational Session

[Lake Mendota in Madison, Wisconsin, was the focus of this case study on dugout canoes in Wisconsin.](#) The partnership between the Tribe Historical Preservation Office and the Wisconsin historical Society leads the searches for canoes. They have found 16 canoes in that lake alone, but there are an high number of canoes throughout the state. The canoes date from 150 - 1,850 years old (but it is likely that they are 6,000 years older than the ones they were able to date). Wisconsin is second for amount of dugout canoes in Eastern North America (with Florida being in the lead with the most and the oldest found). Those involved in this work conducted a five year survey of the dugout canoes in Wisconsin, which involved searching in lakes, museums, and personal collections to understand the amount of canoes in the state. The canoes were used for fishing, recreation, and fur trade.

The study included 3D rendering of the canoes for study, which is a useful tool for informing future research and discovery of the canoe practice - making this work in Wisconsin an important casestudy for dugout canoe research nationwide! One fun fact about their work is

how the correlation between type of wood and location dictates what wood would be used for the canoes. Conifers and hardwoods are the most used types of wood. This work is incredibly detailed and interesting and I recommend reading more about this important work!

Electric Retrofitting of Historic Homes Session

This session provided information about how historic preservationists can lead the work of reducing energy demands and encouraging decarbonization through the reuse of historic homes. As we know, the vast majority of homes are single family dwellings in our county. Among those, 50% of them are historic, which is a lot! Currently, the National Trust is developing retrofit resources that demonstrate why it is the best way for climate resilience. [The discussion went to heat pumps, which are the quickest and easiest to install and are the smallest and least obtrusive in a home.](#) This could be a useful alternative for historic homes.

Final Thoughts

I attended additional sessions on historic conservation easements, which I would be happy to talk more about, if anyone wants to email me noryharris9@gmail.com This was an informative week in Milwaukee!

Community Engagement Subcommittee

1. Goal: Develop relationships with underrepresented community groups within the City of Kalamazoo for the purpose of learning those groups' 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 underrepresented community groups within the City of Kalamazoo.~~

Completed

~~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. And create a resource list for community members.~~ Completed

~~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).~~ Opting to mail the letters out after the first of the year instead of in-person attendance

~~D. Consider ways in which historic preservation can be mutually beneficial.~~ Completed

~~E. Make a monthly Committee status report in writing for KHPC meetings, when necessary.~~

Ongoing

F. Investigate a city-wide diversity report for the city of Kalamazoo. Moving to future subcommittees

As of our November Commission Meeting. We have compiled the final mailing list of organizations and groups that will receive the Community Engagement letter, which can be viewed [here](#). Pam did fantastic work going through the list with a fine-tooth comb to ensure we are using our resources to mail letters to active groups that will benefit from learning more about our work (as owners of historic buildings and/or nonprofits eligible for the O'Connor fund, and/or underserved community groups). The list has been condensed significantly, and the information has been updated. We are excited to send the letter out to them!

Our subcommittee has agreed to mail them out after the first of the year to ensure they reach the listed organizations and do not get lost in the O'Connor Fund appeal and nonprofit year-end gift shuffle that is currently underway. Pam and Nora will meet again this month to review the list one final time before we officially send the letters out. [Here](#) is the link to the Encouraging Community Engagement Google Drive Folder, where you can find the other materials we will be sharing.

Preservation Month - Host Preservation Awards of Merit Celebration

a. Promote the Nomination opportunity

- Review the application (submission) questions in January and approve them as a subcommittee
- Make a promotional plan with Luis and the marketing person from the city regarding advertising
- Provide an FAQ Sheet for people to use before they submit a nomination
- Begin to promote the award in mid-February and share when submissions are open in March (with submissions closing April 1st-ish (this way we have the April KHPC meeting to make decisions))

b. Evaluate applications submitted using the rubric

- Share the judging rubric at the March KHPC meeting and go over it with the commission
- Meet as a subcommittee after the submissions close to make our evaluations
- Provide recommendations for award winners at the April KHPC meeting in the meeting packet for commissioners to go over
- Facilitate discussion at the April meeting (subcommittee provides recommendations, full commission is welcome to comment)
- Send final decisions to Luis for him to coordinate with

c. Celebrate award winners (How, When, Where, Cost)

- How - 1. promote the award winners on our city channels (wherever we promote the award submission) 2. Plan out the awards ceremony (explore redesigning award print, coordinate with award winners, and include speakers, if need be) 3. Host the award ceremony
- When - mid-May (preservation month)
- Where - KNAC
- Cost
 - Space to celebrate = \$300
 - Food/drinks = \$300
 - Award certificate = \$375 (\$75 per award - budget for 5 awards)
 - Decorations = \$100
 - Speaker for the month = \$1,500 (high-balling it...)



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: November 12, 2025

SUBJECT: Pam O'Connor Envelope and Stamp Reimbursement

SUMMARY:

Proposed Reimbursement for purchase of stamps and envelopes to be paid to Pam O'Connor.

BACKGROUND:

Each year, Pam O'Connor hosts an 'envelope stuffing' party to prepare letters to potential donors. This effort is always successful, and generates substantial donations to the O'Connor Fund.

RECOMMENDATION:

Staff recommends that the commission approve the \$112.21 reimbursement to Pam O'Connor.

Historic Preservation Commission Agenda Report – Pam O'Connor Envelope and Stamp
Reimbursement

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Thanks for shopping! Your order is confirmed.

[View order details](#)

Your order will ship to:
Pamela O'Connor
500 Revel Run
Apt 3030
Kalamazoo, 49001-4635 MI
United States

Estimated delivery:
Mon, Nov 03

Your order details

We'll let you know when your order has shipped.

[Southworth J55410 Gummed Closure 25% Cotton Linen #10 Envelope \(250/BX\) New](#)



Price: **\$32.27**
Item ID: 286361429304
Order number: 10-13771-66226
Seller: [cpo-outlets](#)
CPO Commerce, LLC
177 E Colorado Blvd
Ste 200
Pasadena, 91105-1955 CA
United States

eBay Money Back Guarantee

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Order total:	
Subtotal	\$32.27
Shipping	Free
Sales tax	\$1.94
<hr/>	
Total charged to x -4535	\$34.21

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