

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, December 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 12 November 2025

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. Preservation Month Report
3. Community Engagement Update
4. Kalamazoo in Bloom Garden Bed Committee Report
5. O'Connor Fund Update

F. DISCUSSION/ACTION ITEMS

1. 2026 HPC Meeting Schedule
2. O'Connor Fund Work Plan Review (v.2)
3. Work Plan Draft (Morton, V.1)

G. COORDINATOR'S REPORT

1. IK2035 Strategic Vision Presentation

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, November 12th, 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

Harris approved of the absence of Paduck

Vail 2nd motion

B. ADOPTION OF FORMAL AGENDA

Pena needs to look at and discuss the work plan we could add to F2. Hibbard E 4, is there something there? Pena, yes, E 4 highlights from the NTHP fast forward 2025, and note Nora provided us.

Morton moved to approve

Harris 2nd

C. APPROVAL OF MINUTES

D. PUBLIC COMMENTS

Pam, work plan, thank you, Kaila, for the notes about the work plan. The distillation of what you ended up with was on page 6 in your agenda packet today. That is great except that it still doesn't have due dates or budget items. When I am working on one for the O'Connor fund today, I have made extra copies just as an example for how the committees or subcommittees think about setting up their monthly reports and work plans. Nora, next time you write a report, put your name on it.

E. REPORTS

1. Financial Report
Pena read report

2. O'Connor Fund Report
Pena read report

3. City Hall Designation Report

4. Highlights from the NTHP Past Forward 2025
Nora, it was a cool conference, and I was glad to be a part of it. I have included links below. If you have any additional questions, my email is at the bottom of the page.

5. **Community Engagement Subcommittee**

Nora subcommittees have been working on getting letters out. Pam and I have condensed the list of who will receive the letters. We will wait until the first of the year to mail out. We have included links for the letters and mailing lists.

6. **Preservation Month Plan**

Subcommittees first working on work plans and costs. We will continue to develop goals and have names on top of lists.

Nora's work plan for Preservation of Merit, Melissa is part of as a sub-commission member. We have room for one more person. We will have goals 1-3 ready for next month's meeting to share with the commission.

Edison historic tours, not sure if anyone gives tours anymore in Kalamazoo? Pam said Lynn does special tours if she is asked. Edison, are we looking at making money doing these tours, or are we doing them for free? Morton, yes, we are looking to make a profit, for Melissa has more information that we will have at next month's meeting.

Morton cemeteries I will have done by next month's meeting to share with commissioners.

O' Connor sub-committees need to have end-of-year budgets and due dates done. Next year's budget for Cityside should be there, and I just had to look at it. Pena needs to have it all ready for next month's meeting, December 10th. Strongly encourage subcommittees to get in by December 10th, or if you cannot, email me.

F. DISCUSSION/ACTION ITEM

Pam O'Connor Envelope and Stamp Reimbursement

Vail moved to reimburse Pam \$112.21 for envelopes and stamps purchased for the mailings in support of the O'Connor fund.

Harris 2nd

Approved.

G. COORDINATOR'S REPORT

Pena read report

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

Hibbard moved to adjourn at 6:55 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.

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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						
11/26/2025	invoice IN CP&D-25-281		110.27				
	Line Description: REIMBURSEMENT FOR POSTAGE AND						
	Vendor: 004411 O'CONNOR, PAMELA HALL						
	Document Description: REIMBURSEMENT FOR POSTAGE AN						
	Check # 1161386						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	757.02	757.02	0.00	-257.02	151.40
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 NETWORKI						
	Check # 1157067						

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>
270-803-00.000-811.000 PROFESSIONAL DEVELOPMENT	(Continued)					
5/16/2025 genjrl 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			
Total HISTORIC COMMISSION	1,186.75	757.02	757.02	0.00	429.73	63.79
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			Document Description : O'CONNOR DON TO HISTORIC PRES			
5/19/2025 budadj BA 2918			13.25			
Line Description: XFER FRM O'CONNOR FUND BALANCE			Document Description : O'CONNOR DON TO HISTORIC PRES			
270-803-03.000-729.000 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			Document Description : MOVE HISTORIC COMMISSION INVOI			
5/19/2025 budadj BA 2918			2,100.00			
Line Description: HISTORIC PRESERVATON AMENDMENT			Document Description : O'CONNOR DON TO HISTORIC PRES			
5/19/2025 budadj BA 2918			100.00			
Line Description: XFER FRM O'CONNOR FUND BALANCE			Document Description : O'CONNOR DON TO HISTORIC PRES			
6/16/2025 invoice IN 145110			270.30			
Line Description: LODGING DURING MI HISTORICAL P			Document Description : CPED - LODGING DURING MI HISTOF			
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			Document Description : O'CONNOR DON TO HISTORIC PRES			
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			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

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
270-803-03.000-956.000 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	2,141.88	2,141.88	0.00	24,044.87	8.18

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	2,141.88	2,141.88	0.00	24,044.87	8.18
	Grand Total	26,186.75	2,141.88	2,141.88	0.00	24,044.87	8.18

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	2,214.88	1,230.00	2,214.88	274.87
Total Assets	1,259.75	1,230.00	2,214.88	1,230.00	2,214.88	274.87
Liabilities						
270-000-00.000-202.000 ACCOUNTS PAYABLE	73.00 CR	2,214.88	2,141.88	2,214.88	2,141.88	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	2,214.88	2,214.88	2,214.88	2,214.88	0.00
Total Liabilities	73.00 CR	4,429.76	4,356.76	4,429.76	4,356.76	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	3,256.44	1,114.56	3,256.44	1,114.56	2,141.88
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	150.00	150.00	150.00	150.00	0.00
Total Operating	0.00	3,406.44	2,494.56	3,406.44	2,494.56	911.88
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	2,214.88	1,230.00	2,214.88	274.87
Liabilities	73.00 CR	4,429.76	4,356.76	4,429.76	4,356.76	0.00
Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Operating	0.00	3,406.44	2,494.56	3,406.44	2,494.56	911.88
Budgetary	0.00	50,113.25	50,113.25	50,113.25	50,113.25	0.00
Total HISTORICAL COMMISSION FUND	0.00	59,329.45	59,329.45	59,329.45	59,329.45	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	2,214.88	1,230.00	2,214.88	274.87
Total Liabilities	73.00 CR	4,429.76	4,356.76	4,429.76	4,356.76	0.00
Total Equities	1,186.75 CR	150.00	150.00	150.00	150.00	1,186.75 CR
Total Operating	0.00	3,406.44	2,494.56	3,406.44	2,494.56	911.88
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	59,329.45	59,329.45	59,329.45	59,329.45	0.00

Preservation Month Work Plan for 2026

Leader: Nora Harris

Members: Kyle Hibbard and Melissa Paduk

Goal 1: Promote the Nomination opportunity

A) Review the application (submission) questions in January and approve them as a subcommittee, and make a promotional plan with Luis and the marketing person from the city regarding advertising.

DUE: January 2026

BUDGET: \$0

Subcommittee Members: All (Nora to meet with marketing)

B) Provide an FAQ Sheet for people to use before they submit a nomination and 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).

DUE: February 2026

BUDGET: \$0

Subcommittee Members: All

Goal 2: Evaluate applications submitted using the rubric

A) Share the judging rubric at the March KHPC meeting and go over it with the commission

DUE: March 2026

BUDGET: \$0

Subcommittee Members: All

B) 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, and facilitate discussions at the April meeting (subcommittee provides recommendations, full commission is welcome to comment) before we send final decisions to Luis after the meeting.

DUE: April 2026

BUDGET: \$0

Subcommittee Members: All

Goal 3: Celebrate award winners (How, When, Where, Cost)

A) After the award winners are selected, promote the award winners on our city channels (wherever we promote the award submission), plan out the awards ceremony (explore redesigning award print, coordinate with award winners, and include speakers, if need be), and host the award ceremony

DUE: May 2026

BUDGET:	-Space to celebrate	\$300
	-Food/drinks	\$300
	-Award certificate	\$375
	-Decorations	\$100
	<u>-Speaker for the month</u>	<u>\$1,500</u>
	TOTAL	\$2,575

NOTE: Requires KHPC budget approval for these in January 2026
Subcommittee Members: All

Estimated Completion Date: May 2026

Core Value Alignment: Community Engagement and Education

Ordinance Duties Alignment: 1, 6, 7

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 December Commission Meeting. We have made the final edits to our list of organizations and groups that will receive the Community Engagement letter, which is available [here](#). We have worked to narrow it considerably. We are excited to send the letter out to these community organizations!

Our subcommittee has agreed to mail them out after the first of the year. As a subcommittee, we will discuss a plan to send the letters out in January. [Here](#) is the link to the Encouraging Community Engagement Google Drive Folder, where you can find the other materials we will be sharing.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: December 10, 2025

SUBJECT: Kalamazoo in Bloom Garden Bed Committee Report

SUMMARY:

Report from Fred Edison regarding the KIB Garden Bed Subcommittee

BACKGROUND:

At the Garden Bed Committee meeting last night, Monika wanted to know if the KHPC wants to be recognized on this project. Written history is approaching the queue for Tribal approval. March target with planting in April/May. Food Sovereignty coordinator, Wyatt along with several other tribal members, will be planting “The Three Sisters” (corn, beans & squash) in three separate ceremonies. The garden is one of the Peacock gardens across from the Park Club. An Interpretive sign, approved by the tribe, will allude to the fact that a circular garden once existed under the Clubs parking lot.

RECOMMENDATION:

N/A

Historic Preservation Commission Agenda Report – Kalamazoo in Bloom Garden Bed
Committee Report

Page 2

In order to establish a new Field of Interest (FOI) Fund:

O'Connor Fund for Historic Preservation in the City of Kalamazoo

OCON01
(Agency subfund)

OCON02
(Donor subfund)

max (as of 12/1):
\$16,088.94

Up to 100%
spendable

Non-endowed FOI
with Advisory
Committee (KHPC)

Up to 100%
spendable

max (as of 12/1):
\$53,579.24

If you establish with 100% of current spendable (as of 12/1):
\$69,668.18

Moving forward (2026 & Beyond):

O'Connor Fund for Historic Preservation in the City of Kalamazoo

OCON01
(Agency subfund)

OCON02
(Donor subfund)

For reference,
2026 spendable:
\$2,754.38

x%
spendable

Non-endowed FOI
with Advisory
Committee (KHPC)

x%
spendable

For reference,
2026 spendable:
\$16,571.83

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

Pam O'Connor Prepared 12-7-25

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 12-7-25~~

For Informational Purposes: Slight change on planned O'Connor Fund split.

- As the result of additional research on KZCF's part, we've been able to agree to create 1 new FOI (Field of Interest) fund instead of 2.
- This new fund will be started this year from initial transfers from the "spendable" portions of each existing fund (a.k.a. O'Connor 01 (City/Agency side) & O'Connor 02 (donor side) later this month, and in years to come, receive annual transfers from those same "spendable" portions. This procedure significantly reduces time and dollars for all parties involved. (Please see the graphic document in the packet.)
- As noted in earlier reports, Luis, Terry and I, and the KZCF staff have now determined how many dollars should be moved from the 01 & 02 accounts in December, 2025, and annually in the future, insuring we have enough \$\$ in the new FOI fund to facilitate anticipated grant/gift making, while, importantly, easing the administrative burden of funds transfers of the past; and allowing the 01 & 02 accounts to continue to grow at their greatest potential.
- We wanted you to be informed on this and Luis, Terry, and I will move forward with this split immediately following this meeting, so we may begin the new program in December this year, and receive another deposit into the new fund in early 2026.

~~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.~~

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

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

Pam O'Connor Prepared 12-7-25

not known at this time.

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

Update 12-7-25 No new news

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.~~

UPDATE 10-7-25 – Gifts have begun to arrive! About \$500 to date...

~~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 10-7-25: \$ 80,321.85

Grant Making Value as of 10-7-25: \$ 16,088.94

“Regular” Account 02 Asset Balance as of 10-7-25: \$514,818.03

Grant Making Value as of 10-7-25: \$ 53,579.24



MEMORANDUM

To: FILE

From: Carla Fernández-Soto, Philanthropic Advisor

Date:

RE: Addendum to the O'Connor Fund for Historic Preservation in the City of Kalamazoo Letter of Direction

To ease the administrative burden of the City of Kalamazoo's Historic Preservation Commission (KHPC), fund founders Pam and Terry O'Connor and the KHPC mutually agree to the following administrative changes to the O'Connor Fund for Historic Preservation in the City of Kalamazoo:

- Effective December 2025, KZCF will transfer 35% of spendable from the existing O'Connor Fund for Historic Preservation in the City of Kalamazoo Agency Fund (OCON01) and 100% of spendable from the O'Connor Fund for Historic Preservation in the City of Kalamazoo Donor Fund (OCON02) to establish a new non-endowed Field-of-Interest (FOI) fund, which will be named the O'Connor Grantmaking Fund for Historic Preservation. The KHPC will serve as the O'Connor Grantmaking Fund for Historic Preservation's advisory committee.
- Beginning in 2026 and every year thereafter, until otherwise instructed by KHPC, KZCF will take 50% of the spendable from the existing OCON01 (Agency) and 100% of the spendable from the existing OCON02 (Donor) and transfer it to the O'Connor Grantmaking Fund for Historic Preservation (FOI fund) so long as the percentages transferred do not compromise Kalamazoo Community Foundation's compliance with UPMIFA.
- The percentage of spendable from OCON01 and OCON02 that is transferred annually to the FOI fund may be changed in the future by KHPC.
- To ensure that KHPC is not charged twice and to reflect the complexity of managing this arrangement, KZCF will apply the current FOI fee to the O'Connor Fund for Historic Preservation in the City of Kalamazoo (OCON01/02) and will not charge a fee to this newly established O'Connor Grantmaking Fund for Historic Preservation (FOI fund).
- If the O'Connor Grantmaking Fund for Historic Preservation is retired, future fees for the O'Connor Fund for Historic Preservation in the City of Kalamazoo (OCON01/02) will



KALAMAZOO COMMUNITY FOUNDATION

269.381.4416 | www.kzcf.org | 402 East Michigan Avenue Kalamazoo, MI 49007 - 3888

comply with the prevailing fee schedule for Nonprofit Funds at the time.

- The purpose of the O'Connor Grantmaking Fund for Historic Preservation (FOI fund) is reflected in that fund's Letter of Direction (LOD), which is attached to the memorandum.

Pam O'Connor, Fund Founder

Terry O'Connor, Fund Founder

*Patsy Moore
Interim City Manager
City of Kalamazoo*

*Luis Peña
Historic Preservation Coordinator
for the Kalamazoo Historic Preservation
Commission, City of Kalamazoo*

City of Kalamazoo Historic Preservation Commission
245 N Rose St
Kalamazoo, MI 49007

(Date)

Dr. Grace Lubwama
President/CEO
Kalamazoo Community Foundation
402 East Michigan Avenue
Kalamazoo, MI 49007-3888

RE: A Field-of-Interest Non-Endowed Fund

Dear Dr Lubwama:

We, the City of Kalamazoo's Historic Preservation Commission (KHPC), wish to establish a fund within the Kalamazoo Community Foundation to be designated as the O'Connor Grantmaking Fund for Historic Preservation. We create this field-of-interest fund through a transfer of spendable dollars from the O'Connor Fund for Historic Preservation in the City of Kalamazoo (OCON01 agency fund) and the O'Connor Fund for Historic Preservation in the City of Kalamazoo (OCON02 donor fund) and understand that additional gifts may be made to this fund.

It is understood that any distributions made from this fund can only be made with the approval and authorization of the Kalamazoo Community Foundation's board of trustees. The Kalamazoo Community Foundation hereby appoints KHPC as the advisory committee to advise on distributions from the O'Connor Grantmaking Fund for Historic Preservation. KHPC from time to time will present distribution proposals to the board of trustees of the Kalamazoo Community Foundation for its approval for the distribution of income or principal or both for historic preservation efforts within the City of Kalamazoo. As is required by law, such recommendations are advisory in nature only, and Kalamazoo Community Foundation is free to accept or reject such advice, to remove the KHPC as the advisory committee, and to abolish the advisory committee in its sole determination.

The O'Connor Grantmaking Fund for Historic Preservation is intended to be a component fund of the Kalamazoo Community Foundation. As such, it is subject to the Foundation's authority to modify any restriction or condition on the distribution of funds for any specified charitable purpose or to a specified charitable organization if, in the sole judgment of the Board, such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community.

In the event the KHPC should cease to exist, it is intended that remaining assets of the O'Connor Grantmaking Fund for Historic Preservation would be distributed to the City of Kalamazoo Historic District Commission. Should the City of Kalamazoo Historic District Commission cease to exist, the O'Connor Grantmaking Fund for Historic Preservation would

become a permanent endowed Field of Interest Fund of the Kalamazoo Community Foundation. The board of trustees of the Kalamazoo Community Foundation would be authorized to distribute such assets remaining in the fund, subject to an appropriate spending rule, and with guidance from a preservation subject matter expert, for such historic preservation efforts as the board shall deem appropriate. Any expenses incurred for consultation with an expert will be borne by the O'Connor Grantmaking Fund for Historic Preservation. Should the board of trustees find that it is not possible to utilize the O'Connor Grantmaking Fund for Historic Preservation for historic preservation efforts, the fund may become an endowed discretionary fund, and the board would be authorized to use the O'Connor Grantmaking Fund for Historic Preservation for such educational, benevolent, charitable, or public purposes as the board shall deem appropriate.

The Kalamazoo Community Foundation shall have all powers necessary, or in its judgment desirable, to carry out the purposes of the O'Connor Grantmaking Fund for Historic Preservation including, but not limited to, the power to retain, invest, and reinvest the assets of the O'Connor Grantmaking Fund for Historic Preservation and the power to commingle the assets of the O'Connor Grantmaking Fund for Historic Preservation for investment purposes with those of other funds or the Kalamazoo Community Foundation's other assets.

It is understood and agreed that the fees and administrative costs of the O'Connor Grantmaking Fund for Historic Preservation are outlined in the accompanying memo. Any costs and expenses incurred by the Kalamazoo Community Foundation in accepting, transferring, or managing property donated to the Kalamazoo Community Foundation for the O'Connor Grantmaking Fund for Historic Preservation, including without limitation the Kalamazoo Community Foundation's costs and expenses (including reasonable attorneys fees) of any claim or proceeding with respect to the O'Connor Grantmaking Fund for Historic Preservation, also shall be paid from the O'Connor Grantmaking Fund for Historic Preservation.

Thank you for your assistance in the establishment of the O'Connor Grantmaking Fund for Historic Preservation.

Very truly yours,

Patsy Moore
Interim City Manager
City of Kalamazoo

Luis Peña
Historic Preservation Coordinator for the
Kalamazoo Historic Preservation
Commission, City of Kalamazoo

Historic Preservation Commission 2026 Meeting Schedule

January 14, 2026, 6pm, Commission Chambers

February 11, 2026, 6pm, Commission Chambers

March 11, 2026, 6pm, Commission Chambers

April 8, 2026, 6pm, Community Room

May 13, 2026, 6pm, Commission Chambers

June 10, 2026, 6pm, Commission Chambers

July 8, 2026, 6pm, Commission Chambers

August 12, 2026, 6pm, Commission Chambers

September 9, 2026, 6pm, Commission Chambers

October 14, 2026, 6pm, Commission Chambers

November 11, 2026, 6pm, Commission Chambers

December 9, 2026, 6pm, Commission Chambers



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission
FROM: Luis Pena, Historic Preservation Coordinator
DATE: December 10, 2025
SUBJECT: O'Connor Fund Work Plan Review (V.2)

SUMMARY:

The O'Connor fund has a number of anticipated expenses that will need approval in 2026.

BACKGROUND:

In 2026, the below expenses will need to be spent from the O'Connor Fund:

- Encumbered (Unpaid) Grants & Mini Grants*
KNAC (\$15,000) \$ 15,000 (Competitive)
Gun Lake Tribe (\$5,000) \$ 5,000 (Mini)
 - 2026 Anticipated Competitive Grants \$ 10,000
 - 2026 Anticipated Mini Grants* \$ 5,000
- TOTAL \$ 35,000

RECOMMENDATION:

Staff recommends that the HPC approve the expenditure of the above funds.

DRAFT V.2 2026 O'CONNOR FUND WORK PLAN

O'CONNOR FUND: MANAGE GRANTS, SOLICITATIONS & KHPC OPERATING EXPENSES

Leader: Pam O'Connor Members: Kyle Hibbard, Kaila Akina, Luis Peña

Goal 1: Execute KZCF fund split to ease administrative burden for grantmaking

- A) Prepare "Explainer" sheet for KHPC Review
 - DUE: December 2025
 - BUDGET: \$0
- B) Confirm w/KZCF how funds will be split & create addendum & new LODs
 - DUE: December 2025
 - BUDGET: \$0

Goal 2: Manage NEW O'Connor Grantmaking Fund for Historic Preservation Competitive and "Mini" programs for preservation rehabilitation, planning and special projects.

DUE: Recurring, according to 2026 Schedule/Comms Plan

BUDGET:

• Encumbered (Unpaid) Grants & Mini Grants*		
KNAC (\$15,000)		\$ 15,000 (Competitive)
Gun Lake Tribe (\$5,000)		\$ 5,000 (Mini)
• 2026 Anticipated Competitive Grants		\$ 10,000
• 2026 Anticipated Mini Grants*		\$ 5,000
TOTAL		\$ 35,000

NOTES: Requires KHPC budget approval for these December 2025)
 *Mini Grants were formerly called "Gifts" or "Special Projects")

Goal 3: Manage O'Connor Fund Agency (01) account to provide for KHPC needs and expenses

DUE: As needed

	O'Connor Fund annual solicitation materials	\$ 250
BUDGET:	Other operating Expenses	\$ 19,750
	TOTAL	\$ 20,000

Goal 4: Investigate undertaking a City-wide cultural preservation survey using O'Connor Fund and/or CLG Funds.

DUE: End of 2026
 BUDGET: \$0

FYI:
 Estimated Completion Date: Annual, Ongoing
 Core Value Alignment: Community Engagement, Education, Sustainability, Stewardship
 Ordinance Duties Alignment: 1, 5, 6, 7

O'Connor Fund Values As of 12-7-25

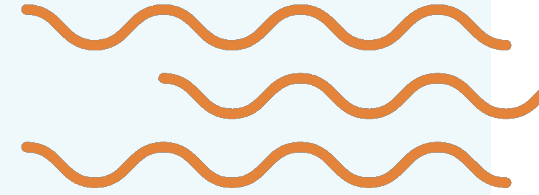
2026 Grants Disbursed from 02 account:	\$	-0-
"Agency" Account 01 Asset Balance as of 12-7-25:	\$	80,321.85
Grant Making Value as of 12-7-25:	\$	16,088.94
"Regular" Account 02 Asset Balance as of 12-7-25:	\$	514,818.03
Grant Making Value as of 12-7-25:	\$	53,579.24

- 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 – 2/2026 meeting
 - b. Determine medium for the guide (digital, physical, etc.)
 - c. Write and format guide – end goal 6/30/2026
 - d. Print/produce guide – end goal 12/31/2026
 - e. Disseminate – dependent on print date
 - f. Additional non-publication goals include:
 - Continue with community outreach throughout the year working with Friends of Kalamazoo Historic Cemeteries and the Association of Gravestone Studies’ annual conference, set to be in Michigan June 2026
 - Create new relationships with the help of Luis Pena with Riverside and Mountain Home sextons throughout 2026
 - Assist with ideas of beautification of the Sexton Lodge restoration project throughout 2026

IK2035



Strategic Vision Draft!

Fall 2025

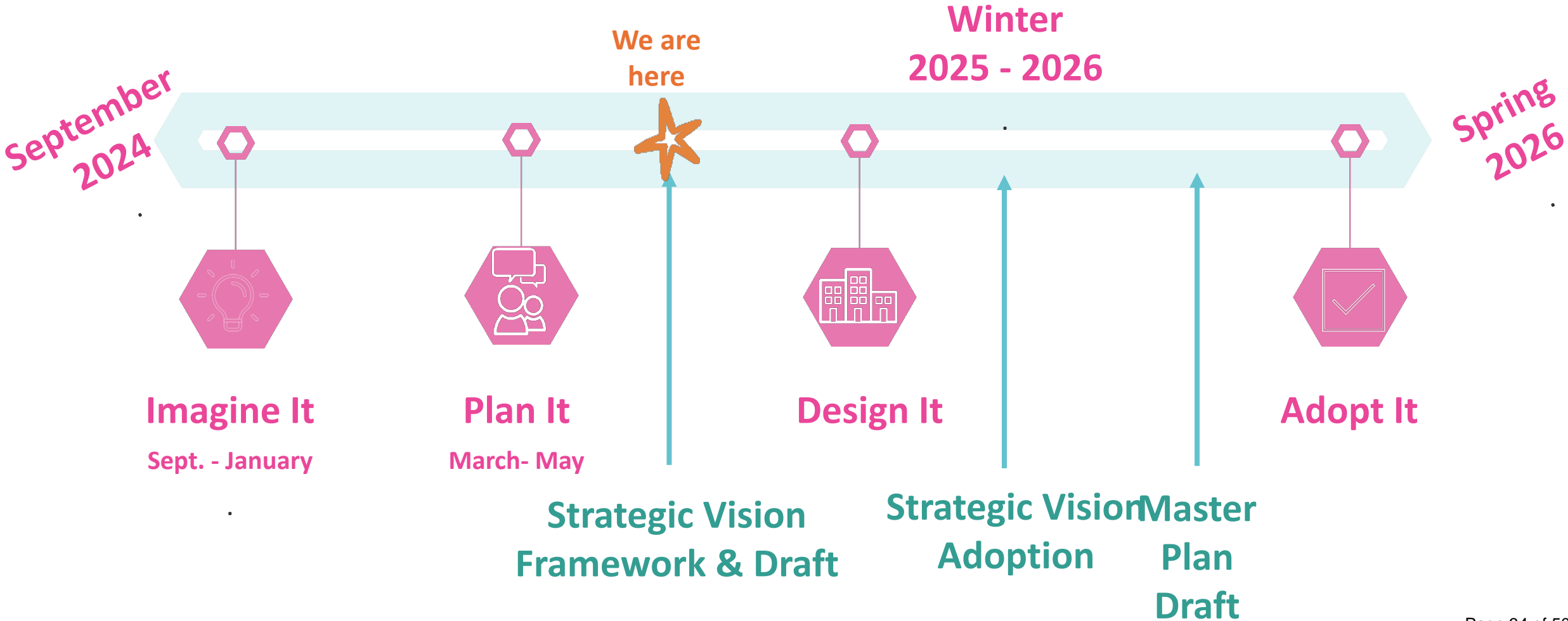


imagine
kalamazoo
2035

Agenda

- IK2035 Engagement & Outreach
- Analysis & Initial Results of the Input Received
- Strategic Framework: A Happy, Healthy City
- Next Steps

Imagine Kalamazoo



Imagine It!



**Meetings on the
Go!**



IK Reads!



**Community-wide Survey &
Virtual/In-person Input
Activities**



**Community
Roadshow**

Plan It!

Public Meetings



- 5 Public Meetings in March & April
- All were welcome!
- Small group discussions focusing on goals & outcomes
- **ONLINE COMPANION SURVEY**

Focus Groups



- 8 topic-specific focus groups with community subject matter experts
- 1 meeting with staff experts discussing goals & outcomes
- Report out summary: What we heard
- Peer-facilitated exercises



735

Meeting on the Go Participants



256

Pop Up Engagement Participants



199

Presentation Attendees



565

Public Meeting Attendees



1434

Surveys Completed



50

Partner Meeting Attendees



942

Happy City Book Read Participants



118

Youth Art Projects

=

4,299

Points of Contact



Impactful Data



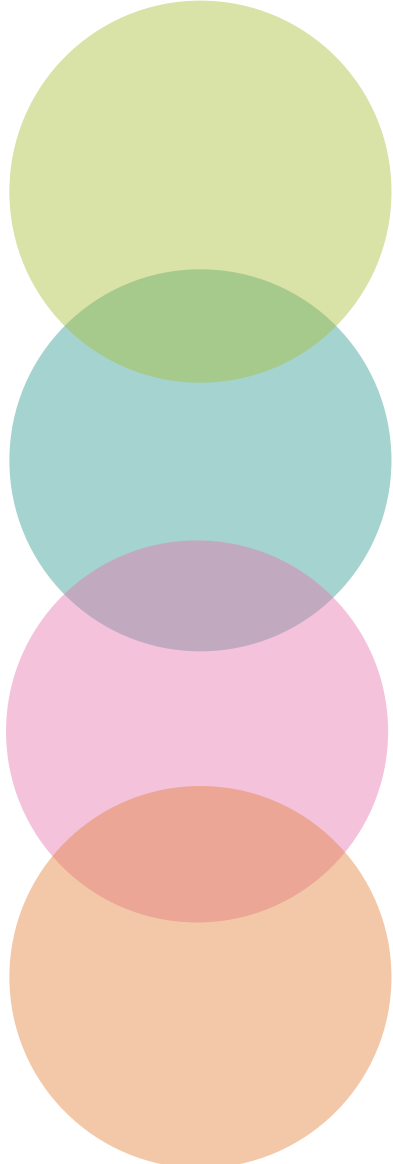
Analyzing & Reviewing Input

Every process starts with balancing what we know (data/staff) with what we want to learn (community).

**Best Practice
& Staff Expertise**

**Community
Voices**

VISION, PURPOSE, VALUES, GOALS



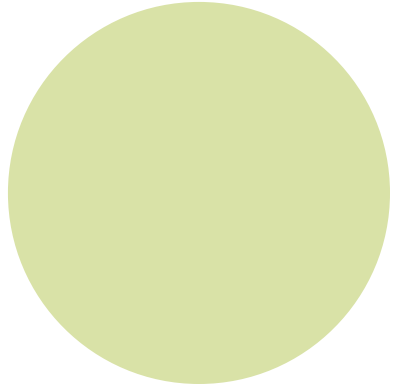
COMMUNITY VISION Describes what the community will look and feel like in the future. (City Staff & Community Collaboration)

ORG. PURPOSE It's WHY we do what we DO. (City Staff)

ORG. VALUES Shared expectations of ourselves and others; how we operationalize our purpose and implement the Community's Goals. (City Staff)

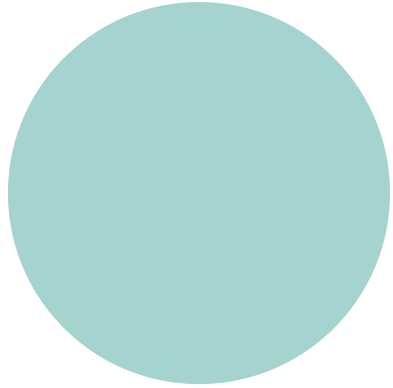
GUIDING PRINCIPLES & GOALS Define our future direction; direct resources and projects for the next 10 years. (City Staff & Community Collaboration)

Vision Statement



In 2035, all Kalamazoo neighborhoods are supported by sustainable, responsive, and accessible services that lift people up and bring our community together at every stage of life.

Organizational Purpose



Our purpose is to provide essential resources, services, and exceptional customer service to ensure the wellbeing of our residents and the sustainable growth of our city.

Org. Values

Integrity – Do the right thing, even when no one is looking.

Learning – A genuine desire to become better, recognizing growth comes from actively seeking improvement.

Inclusion – Ensure that everyone’s voice is heard and actively included in decision-making.

Customer Service – Center our work on our customers, both internal and external, to ensure our actions align with their needs and expectations.

Accountability – Stand firm behind our work, embrace responsibility, and acknowledge accolades and consequences.

Teamwork – Combine individual capabilities and work harmoniously to achieve common objectives.

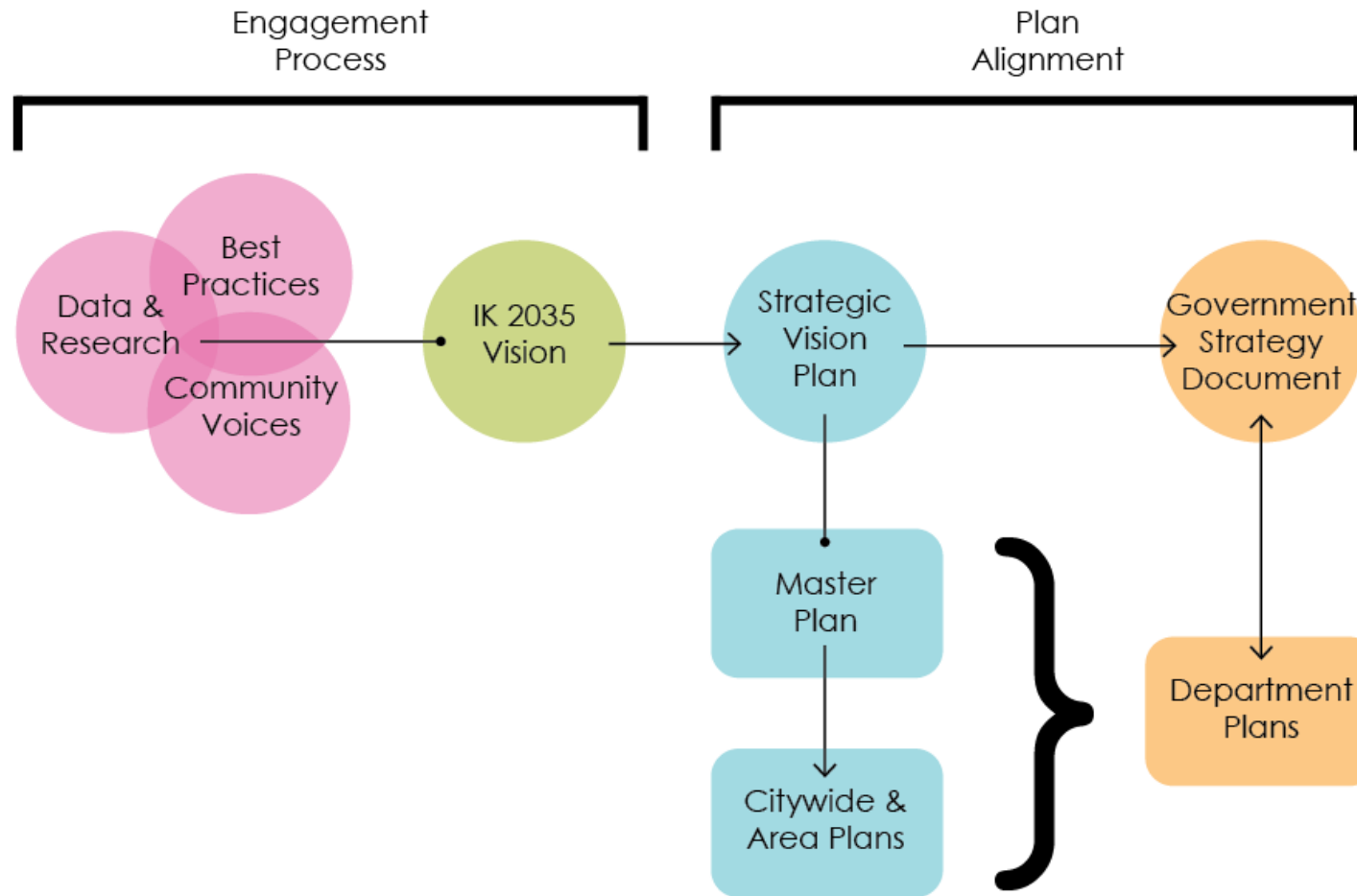
Safety – Look out for one another, intervene when someone is about to engage in actions to harm themselves or others.

Strategic Vision Framework

A Happy, Healthy City

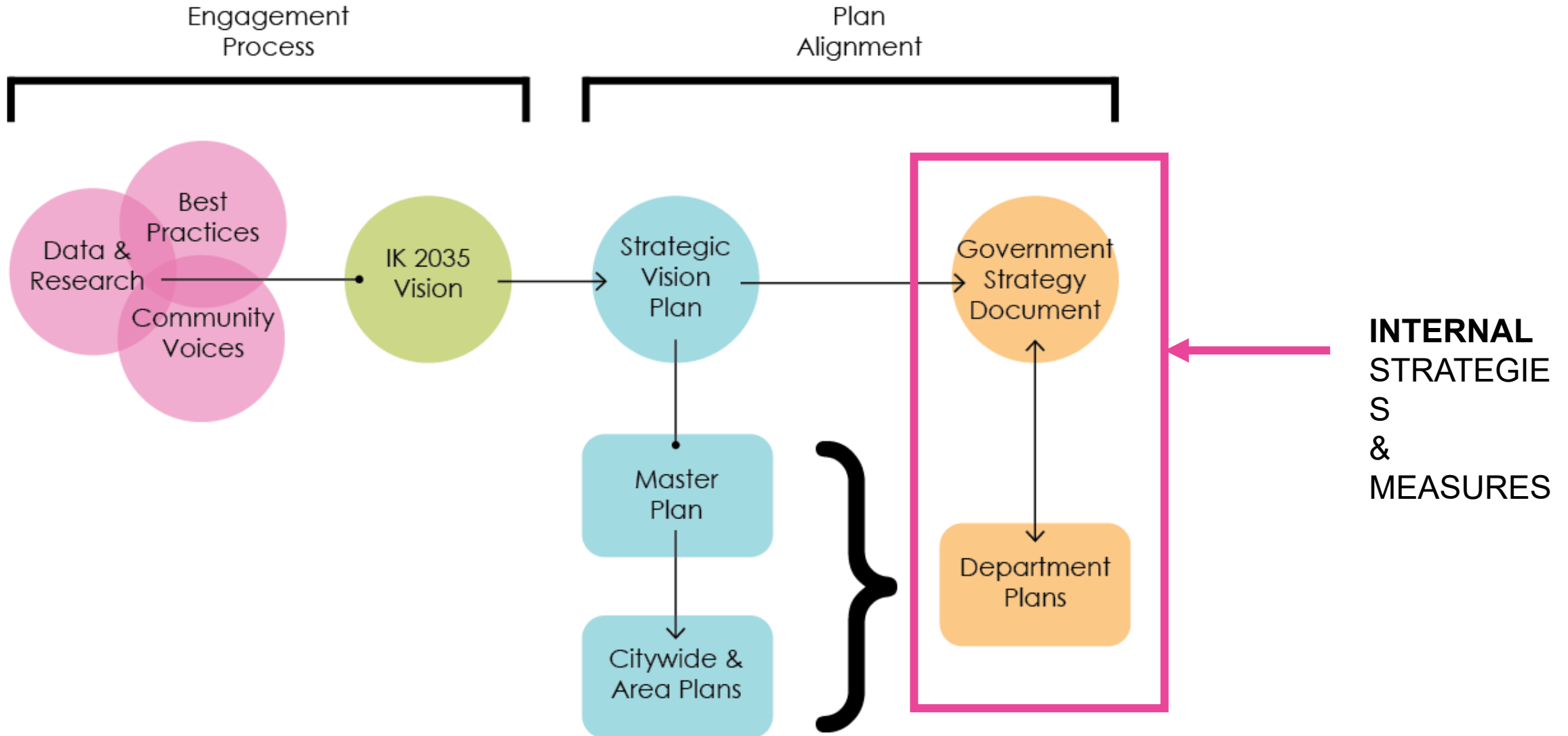


Aligning IK2035: Engagement to Plan Implementation



Aligning IK 2035

Engagement to plan implementation



Guiding Principles



**The City of Kalamazoo
is committed to:**

Diversity, Equity, Inclusion and Accessibility:

Advancing diversity, equity, inclusion, and accessibility (DEIA) through planning, services, and decision-making.

Economic Mobility:

Expanding access to pathways that lead to stability, opportunity, and prosperity for all residents.

Sustainability:

Supporting the long-term health and resiliency of community and environment.

Operational Excellence:

City services, amenities, and places that excel at compassionate customer service and delivery.

Continuous Engagement:

Prioritizing meaningful engagement with residents and community members in decisions that affect their lives.

Strategic Goals

Arts, Culture & Placemaking

Vibrant public spaces, arts, and culture create belonging and vitality making Kalamazoo a regional destination.

Community Trust & Safety

Everyone is safe and supported by the services they depend on and the community around them.

Economic Vitality

A thriving business ecosystem that advances economic growth and equitable community wealth building.

Effective City Operations

Ensure transparent, responsive and accountable City operations through internal collaboration, strategic resource management and consistent community engagement.

Environment

A healthy environment sustains community well-being today and for generations to come.

Housing

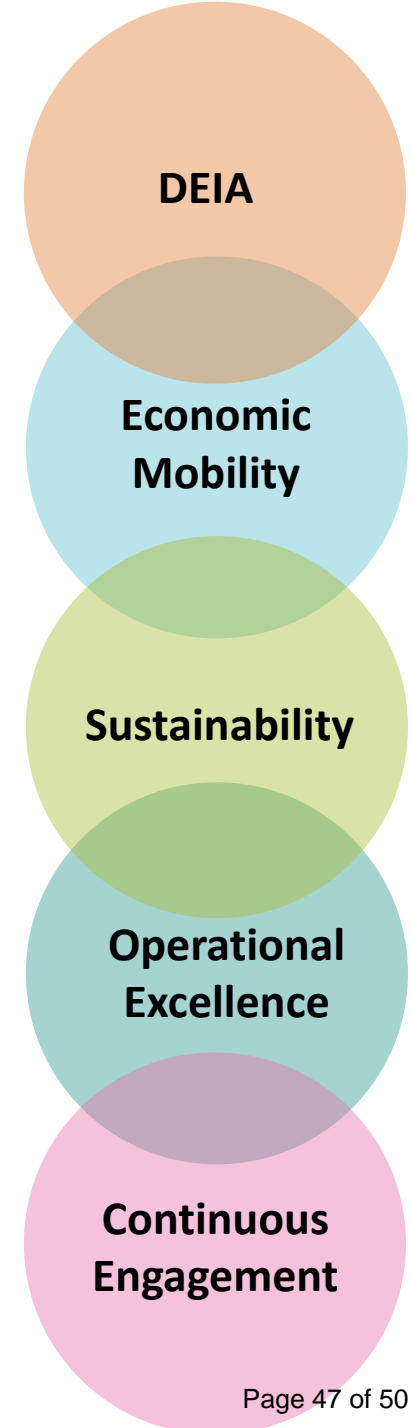
Accessible and affordable housing for all strengthens families, neighborhoods and community life.

Transportation

Safe, connected travel supports year-round and equitable mobility for all travelers.

Youth & Family

All young people and families have what they need to be healthy, to grow and to succeed.



Strategic Vision

Citywide guiding
document

Adopting the Strategic Vision

- Presentation of draft at City Commission
- Planning Commission presentation
- February approval of final document

Design It!

Starts this
winter



**13 to 15
Neighborhood
Meetings**



**IK Reads! Keep
growing and
learning with us!**



Online Activities



Focus Groups

Imagine Kalamazoo

