

# Minutes

## Historic Preservation Commission

City of Kalamazoo



Wednesday, November 12<sup>th</sup>, 2025

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

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

Called to order at 6:01

Harris approved of the absence of Paduk

Vail 2<sup>nd</sup> 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 2<sup>nd</sup>

**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 10<sup>th</sup>. Strongly encourage subcommittees to get in by December 10<sup>th</sup>, 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 2<sup>nd</sup>

Approved.

Unanimous

**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.

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.