

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, May 13, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

1.
 - Kaila Akina - *Excused Absence*
 - Fred Edison
 - Nora Harris - *Excused Absence*
 - Kyle Hibbard - Vice Chair
 - Dusti Morton
 - Melissa Paduk
 - Patrick Vail - Chair

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 22 April 2026

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Report
3. Historic Tours Report

F. DISCUSSION/ACTION ITEMS

1. Friends of Historic Kalamazoo Cemeteries Presentation

G. COORDINATOR'S REPORT

1. 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, April 22nd, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order 6:00 PM

B. ADOPTION OF FORMAL AGENDA

Hibbard moved to approve agenda

Harris 2nd

C. APPROVAL OF MINUTES

Harris in A Harris has 2 r's, in D MHP in the second line should have an N, reports E F extra word and near the bottom, Dusti has y and should be I. H Fred misspelled in 3rd sentence misspelled SHPO. Hibbard in E 3 should be spelled Neil and is spelled Neal.

Hibbard approved as amended

Paduk 2nd

D. PUBLIC COMMENTS

Pam just got tonight's meeting documents this afternoon. I was surprised by the minutes which appear to be translations of the recording rather than minutes. Everyone knows the MHPN conference is coming up next month. One of the items F! did not use the gifts and grants cannot be addressed by you tonight. It is in an inappropriate format, and it did not use our gifts and grants program application. You have a copy of that application format that I bought with me. It is available in the very first paragraph of the O'Connor Fund webpage. That is what needs to be followed it involves a couple of steps: a three-minute presentation by the applicant, the adoption of the idea of the program by one of you, and the preservation commission would then work with the applicant to come back and make a presentation that outlines the criteria that are on that form.

E. REPORTS

1. Financial Report
Pena read report

2. Preservation Month Plan

Harris we are recommending that we award both nominees whose applications included. Our rational behind that included the writeup. We believe that they certainly exemplify the standards and guidelines that we use to review the nominees and like to see them honored. We are announcing Sharon Ferraro will speak at the award ceremony on May 27th. I will be sending out the flyer that I will be hanging up around town.

3. O'Connor Fund Report
Pena the fund has had substantial gains. It looks like the fund is looking good. O'Connor one is up \$81,000. The current available balance 18 grand. O'Connor two net assets are up to \$579,000. Current balance is 70 grand. Vail has there been any movement on merging of the accounts and shifting the account around? Pam I specifically sent a note to the Community Foundation the are working on an alternative to what was originally proposed. It will take a little longer.

F. DISCUSSION/ACTION ITEM

1. Historic Preservation Awards of Merit Nomination Review
Pena Pam, thank you for writing about both of these wonderful nominations. These are willing recommendations for both of these folks. Blair Bates is an excellent mason, and his work speaks for itself. Lynn and Blair both are leaders and educators and are way more active than most preservationists. Vail all in favor of giving Lynn and Blair Awards of Merit for Historic Preservation.
All in favor
This will take place on May 27th at 6 pm at 315 West Michigan.
2. Friends of Kalamazoo Historic Cemeteries Micro Grant Request
Vail does this need to happen quickly? Morton not quickly but summer work would be good to get started I think that's what Gary is looking for. Hibbard was the wrong application but hit all the boxes correct? Luis it did. This is not an O'Connor Fund grant process. I will connect with Gary to come and do a three-minute presentation at the May meeting of the Historic Preservation Commission. He has put together a wonderful application with a letter of endorsement from James Baker who is the director of public services.

3. COORDINATOR'S REPORT

Pena presented

4. COMMISSIONER COMMENTS

Pena want to thank Melissa and Fred for their willingness to continue on with us for a little bit. Congratulations to Kyle and Patrick on their new roles of chair and vice chair. Hibbard make sure to straighten that out on the website and on the packets to. Will be starting next week the condition assessment report of City Hall. Hibbard mentioned your nomination to the MHPN board. Pena yes I am one of the Michigan Historic Preservation Board of directors members now. Morton Association of Gravestone studies conference is opening. Registration is available on their website. It is coming to Grand Rapids this year. Edison later this month the three Sisters garden planting series begins. The first planting is Saturday May 23rd at Bronson Park at 11 am. Followed by the following week May 30th. Then in June for the 3rd. Akina are we still good for our May meeting Pena yes.

5. ADJOURNMENT

Vail moved to adjourn at 6:47

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
 01/01/2026 through 12/31/2026

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
270-803-00.000-729.000	OPERATING SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
3/16/2026	invoice IN 3912		271.44				
	Line Description: CPED - CATERING FOR HPC MEETIN						
	Vendor: 023596 JIMMY JOHNS						
	Document Description : CPED - CATERING FOR HPC MEETIN						
	Check # 1164083						
3/24/2026	po PO P-054802				150.00		
	Line Description: KNAC - CRAWLSPACE RENTAL - 202						
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION						
	Document Description : KNAC - CRAWLSPACE RENTAL - 2026						
	Check # 0						
4/21/2026	po PO P-055118				150.00		
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP						
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS						
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP						
	Check # 0						
4/30/2026	invoice IN 1400		150.00				
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP						
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS						
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP						
	Check # 1164838						
4/30/2026	po LI 1400				-150.00		
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP						
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS						
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP						
	Check # 1164838						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	421.44	421.44	150.00	-71.44	114.29
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	0.00	0.00	0.00	345.00	0.00
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	0.00	0.00	0.00	345.00	0.00
Total	HISTORIC COMMISSION	1,345.00	421.44	421.44	150.00	773.56	42.49
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	2,800.00	0.00	0.00	0.00	2,800.00	0.00
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	2,200.00	0.00	0.00	0.00	2,200.00	0.00

Expenditure Detail Report
 City of Kalamazoo
 01/01/2026 through 12/31/2026

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>
270-803-03.000-811.000 PROFESSIONAL DEVELOPMENT	2,200.00	0.00	0.00	0.00	2,200.00	0.00
270-803-03.000-882.000 SPONSORSHIPS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
270-803-03.000-882.000 SPONSORSHIPS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
270-803-03.000-956.000 GRANTS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
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	0.00	0.00	0.00	25,000.00	0.00
Total HISTORIC COMMISSION	26,345.00	421.44	421.44	150.00	25,773.56	2.17

Expenditure Detail Report
 City of Kalamazoo
 01/01/2026 through 12/31/2026

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	26,345.00	421.44	421.44	150.00	25,773.56	2.17
	Grand Total	26,345.00	421.44	421.44	150.00	25,773.56	2.17

City of Kalamazoo
 1/ 1/2026 through 12/31/2026

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	274.87	0.00	421.44	0.00	421.44	146.57 CR
Total Assets	274.87	0.00	421.44	0.00	421.44	146.57 CR
Liabilities						
270-000-00.000-202.000 ACCOUNTS PAYABLE	0.00	421.44	421.44	421.44	421.44	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	421.44	421.44	421.44	421.44	0.00
Total Liabilities	0.00	842.88	842.88	842.88	842.88	0.00
Equities						
270-000-00.000-385.001 FUND BALANCE - ASSIGNED FO	0.00	150.00	300.00	150.00	300.00	150.00 CR
270-000-00.000-390.000 FUND BALANCE - UNASSIGNED	274.87 CR	0.00	0.00	0.00	0.00	274.87 CR
Total Equities	274.87 CR	150.00	300.00	150.00	300.00	424.87 CR
Operating						
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR	0.00	421.44	0.00	421.44	0.00	421.44
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	300.00	150.00	300.00	150.00	150.00
Total Operating	0.00	721.44	150.00	721.44	150.00	571.44
Budgetary						
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00

City of Kalamazoo
 1/ 1/2026 through 12/31/2026

Assets	274.87	0.00	421.44	0.00	421.44	146.57 CR
Liabilities	0.00	842.88	842.88	842.88	842.88	0.00
Equities	274.87 CR	150.00	300.00	150.00	300.00	424.87 CR
Operating	0.00	721.44	150.00	721.44	150.00	571.44
Total HISTORICAL COMMISSION FUND	0.00	1,714.32	1,714.32	1,714.32	1,714.32	0.00

City of Kalamazoo
 1/ 1/2026 through 12/31/2026

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	274.87	0.00	421.44	0.00	421.44	146.57 CR
Total Liabilities	0.00	842.88	842.88	842.88	842.88	0.00
Total Equities	274.87 CR	150.00	300.00	150.00	300.00	424.87 CR
Total Operating	0.00	721.44	150.00	721.44	150.00	571.44
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	0.00	0.00	0.00	0.00	0.00
Total All Funds	0.00	1,714.32	1,714.32	1,714.32	1,714.32	0.00

**O'Connor Fund Report to KHPC
For the May 2026 Meeting**

Pam O'Connor Prepared 5-6-26

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

1-8-26: Delays in the COK's document review prevented the split from happening in 2025 as scheduled. We await a communication from the City on this topic.

1-8-26: I have reviewed our existing "Gift" making policy and when the fund split takes place, it will need: 1) name change to "Mini-Grant", 2) a procedures sheet rewrite for web publication, and 3) a new formula for determining if sufficient reserves are in place for making mini-grants. For now, however, there are sufficient \$\$ in reserve to make a gift.

5-6-26: *The conversation continues and the KZCF reports that there IS forward movement. Will continue to monitor and report.*

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

*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
	Preservation Month Subcommittee Expenses	\$ 2,575
BUDGET:	Other operating Expenses	\$ 17,175
	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

OTHER Updates:

Luis, Carla Fernandez-Soto and I will present on 5-8-2026 at MHPN's annual conference in Detroit on the Fund's founding, how the Fund works from the KZCF's perspective and how the grant programs work.

O'Connor Fund Report to KHPC For the May 2026 Meeting

Pam O'Connor Prepared 5-6-26

Estimated Completion Date: Annual, Ongoing

Ordinance Duties Alignment: 1, 5, 6, 7

Core Value Alignment: Community Engagement, Education, Sustainability, Stewardship

O'Connor Fund Values

2025 Grants Disbursed from 02 account:	\$	-0-
2026 Grants Disbursed from 02 account:	\$	-0-

"Agency" Account 01 Asset Balance as of 3-31-26:	\$	81,378.94
Grant Making Value as of 5-6-26:	\$	18,843.32

"Regular" Account 02 Asset Balance as of : 2-28-26	\$	579,987.26	(Includes "Big" gift Pt.1)
Grant Making Value as of 4-1-26:	\$	70,151.07	

5-6-26 Note: Account totals are down in response to market activity.

Kalamazoo Historic Tours Work Plan Report

Sub-committee Members: Melissa Paduk, Fred Edison, Dusti Morton

Creating two tours highlighting Kalamazoo’s history and local historic preservation

Goal 1: Decide on areas/topics, revenue source status, and appropriate mediums for tours

A) Complete preliminary research to determine a general location/theme for each of the tours that highlights Kalamazoo history/historic preservation as a sub-committee and discuss with Commission to determine final two selections.

DUE: February 2026

BUDGET: \$0

Subcommittee Members: All

MEETING NOTES:

27Jan2026	Tour Subjects: 1. Mountain Home Cemetery 2. National Register of Historic Places https://www.kpl.gov/local-history/kalamazoo-history/historic-districts/historic-places-in-kalamazoo/
04May2026	Updating tour #2 to be a revamp of the Hidden Kalamazoo tours - Sharon Ferraro is going to be providing materials from the previously run in-person tours so we can build into a virtual tour on Clio

B) Determine if tour(s) will be used as a revenue source that will contribute to the O’Connor Fund and complete preliminary research to determine mediums for the tours (ex. Clio) that could support earning revenue.

DUE: February 2026

BUDGET: \$0

Subcommittee Members: All

MEETING NOTES:

27Jan2026	Revenue: sliding scale with a minimum amount so that people can donate beyond the initial cost Tour Medium: Clio
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Kalamazoo Historic Tours Work Plan Report

Goal 2: Research tour locations and services/contractor to complete work

A) Complete research to determine the extent of tours (Ex. number of stops) and potential contractors that can be hired to complete the reasearch/completion of the tour(s). Bring suggestions for contractors/services to the Commission for approval.

DUE: March 2026

BUDGET: \$0

Subcommittee Members: All

MEETING NOTES:

27Jan2026	Sub-committee is interested in exploring options to complete the tours in house as opposed to hiring a contractor/researcher
04May2026	<ol style="list-style-type: none"> 1. Mountain Home Cemetery: approximately 14 stops focusing on cemetery markers/iconography and some of the cemetery's historical structures 2. Hidden Kalamazoo: scope of tour pending discussions with Sharon Ferraro and sub-committee <p>Both tours will be built out by the sub-committee and we will not be hiring any outside contractors</p>

Goal 3: Complete tours

A) Hire contractors/service and work with them to complete tour(s) and/or complete tour(s) if not working with a company/contractor.

DUE: July 2026

BUDGET: ~~\$5000~~ \$0 - budgeted updated due to decision to not hire contractors to complete the tours

Subcommittee Members: All

MEETING NOTES:

04May2026	Sub-committee is currently dividing up the 14 tour stops for the Mountain Home Cemetery tour to conduct research and awaiting materials for the Hidden Kalamazoo tour
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Kalamazoo Historic Tours Work Plan Report

Goal 4: Conduct/Publicize tours

A) Create and execute a plan to promote the tours so that the community can access and explore them on their own time, as well as plans to run/host the tours that could generate revenue for the O'Connor Fund.

DUE: **October 2026**

BUDGET: \$0

Subcommittee Members: All

MEETING NOTES:

Estimated Completion Date: December 2026

Core Value Alignment: Community Engagement and Education

Ordinance Duties Alignment: 6



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: May 13, 2026

SUBJECT: Coordinator's Report

SUMMARY:

May Coordinator's Report

BACKGROUND:

MHPN Conference

The MHPN conference was held from 7 May 2026 - 9 May 2026 at the Edsel and Eleanor Ford House located in Grosse Point Shores. 3 Members of the HPC attended the conference. HPC members are always welcome to develop sessions for future MHPN conferences.

RECOMMENDATION:

N/A

