

# Agenda

## Historic Preservation Commission

City of Kalamazoo



Wednesday, June 10, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

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

**B. ADOPTION OF FORMAL AGENDA**

**C. APPROVAL OF MINUTES**

1. Approval of the minutes from the Historic Preservation Commission meeting on 13 May 2026

**D. PUBLIC COMMENTS**

**E. REPORTS**

1. Financial Report
2. O'Connor Fund Report
3. Preservation Month Report

**F. DISCUSSION/ACTION ITEMS**

1. FKHC Minigrant Proposal

**G. COORDINATOR'S REPORT**

**H. COMMISSIONER COMMENTS**

**I. ADJOURNMENT**

The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City's historic resources and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804.

Comments under the "Public Comments" section of the agenda are limited to four minutes per speaker. During agenda items, comments from members of the public are also limited to four minutes each, unless the speaker is invited to join in the discussion by the Commission.

# Minutes Historic Preservation Commission

City of Kalamazoo



Wednesday, May 13<sup>th</sup>, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

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

Called to order 6:07 PM

Hibbard approved the absence of Akina and Harris

Paduk 2<sup>nd</sup>

**B. ADOPTION OF FORMAL AGENDA**

Vail should there be a report in E 1. Pena yes financial report.

Morton approved as amended

Hibbard 2<sup>nd</sup>

**C. APPROVAL OF MINUTES**

Hibbard in C Neal is the correct spelling and is flip flopped in the correction. Vail first discussion action item F the second line Pena, Pam, thank you for writing about both of there should be some indication of whats going on there. Hibbard in F1 Luis can you clarify what you were saying. Says willing recommendations was maybe winning. Pena I don't think winning would be appropriate either I am not sure. Morton in commissioner comments the association if Gravestone studies conference is opening should be approaching.

Paduk motion to approve as amended

Edison 2<sup>nd</sup>

**D. PUBLIC COMMENTS**

**E. REPORTS**

1. Financial Report

Pena would someone want to make a motion to flip flop discussion/action item and have Gary Swain present 1<sup>st</sup>?

Morton I move to move the discussion/action item to the beginning of the meeting.

Paduk 2<sup>nd</sup>

Pena read report

2. O'Connor Fund Report

Pena read report

3. Historic Tours Report

Paduk we were planning on doing two tours. One in Mountain Home Cemetery and the second is on the National Register of Historic Places. Per our discussion

with Sharon we are changing our second tour to be a rebranding of the hidden Kalamazoo tours that were run previously. Sharon is going to provide us with all the material that she has from those tours. The tours that we run in person we are turning into something virtual. We are starting to divide up the work for Mountain Home Cemetery and doing the research. We are waiting for Sharon to get back with us with the materials.

## F. DISCUSSION/ACTION ITEM

1. Friends of Historic Kalamazoo Cemeteries Presentation  
Gary when I was here a year or so ago I talked about the mission for the Kalamazoo Historic Cemeteries. We have four key elements to our mission: preservation, restoration, conservation, and education. The work is done exclusively with volunteers. We have a large group of volunteers, and the group is growing. For example, Boy Scouts and Girl Scouts have both helped. In the last eight years we have helped fourteen Eagle Scouts achieve their award to become an Eagle Scout. We have achieved a lot of things, as well as a number of very significant merit badges. All of these projects have been at Mountain Home or Riverside Cemetery. We have done one Girl Scout gold project. We have worked with a large group of dedicated volunteers from a variety of organizations. The group that has provided the most volunteers has been the DAR, Daughters of the American Revolution. We work with Sons of Union Veterans of the Civil War. Both the local historical societies and the genealogy society. We have had over 100 volunteers who have shown up at some of our events. We work with several organizations that are generally veteran-oriented. We have two this weekend, the SAR the first time we have worked with the Sons of the American Revolution at Riverside. Working on the G an R monument both this weekend alone. We have another couple of these planned for this summer. A number of things have changed this year. We have very ambitious plans for our preservation events. What we will define as preservation is essentially slowing the aging of cemetery gravestones. We will mostly be cleaning and saving them from both environmental and biological growth. Last year we instituted a program called second Saturday. We had three events on the second Saturday of three months. From June through August we are expanding this year. We have four events this year. Also, this year we are doing things a little differently. In the past we have used a couple of cleaning agents. One was Orvis we used to clean the stones then we oversprayed with a product called D2. D2 is a rather expensive product. But D2 has a cleaner in it and is used pretty much for all the veteran cemeteries throughout the nation for decades. If we use this product we can probably get 25 to 40% more stones. In terms of restoration, one of the largest problems between the two cemeteries is Mountain Home. Mountain Home has had quite the attention in a few years. We did a survey and mapped 223 fallen stones in Riverside Cemetery. This will be a multi-year project to preserve these stones. We will have a living history tour. Last year was the first year we did that. This will be the first annual event in Mountain Home Cemetery. The first year we sold out the event. Vail could you explain a little more what you are asking from us. Gary we are primarily moving to the D2 product. I estimate that we could use up to 50 gallons, which is roughly \$45.00 a gallon. There are a lot of materials that we need to restore and repair

the stones. Morton you mentioned it being a multi-year project, what cemetery are you focusing on first? Mountain Home map we will start with that and then work our way out. Vail this will be our first mini-grant. Our rules don't let us vote on money this month we would do that at our next meeting. I do believe all these check off all the boxes. Assuming all that goes well we can put this on the agenda to vote at our next meeting. The first one is a nonprofit organization with proposed work in the city of Kalamazoo. The Historic Cemeteries were on the agenda. Gary came and gave the presentation. Someone from the commission is willing to sponsor this. Dusti is interested in this. Morton yes I am interested in this. Vail, alright, this meets all the criteria. Vail I believe we can put this on the agenda for June. Pena there is work that needs to be done; if it is not done by next time, I don't think we will be voting on it. Need to make sure the work is done in time for the June meeting.

## 2. COORDINATOR'S REPORT

Pena presented

## 3. COMMISSIONER COMMENTS

Hibbard, Nora is not here. She wanted me to remind everyone that the awards ceremony is on the 27<sup>th</sup>. Morton wanted to thank everyone for the opportunity to go to the conference.

## 4. ADJOURNMENT

Vail moved to adjourn at 7:00 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.

**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						
5/18/2026	po PO P-055442				225.00		
	Line Description: HISTORIC PRESERVATION AWARDS O						
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS						
	Document Description : HISTORIC PRESERVATION AWARDS						
	Check # 0						
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	421.44	421.44	375.00	-296.44	159.29
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	0.00	0.00	0.00	345.00	0.00
5/15/2026	invoice IN 28566		237.48				
	Line Description: CPED - HISTORIC DISTRICT MEMBE						
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION						
	Document Description : CPED - HISTORIC DISTRICT MEMBEF						
	Check # 1165532						
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	237.48	237.48	0.00	107.52	68.83
<b>Total</b>	<b>HISTORIC COMMISSION</b>	<b>1,345.00</b>	<b>658.92</b>	<b>658.92</b>	<b>375.00</b>	<b>311.08</b>	<b>76.87</b>
270-803-03.000	KCF O'CONNOR HISTORIC PRESERVATION						

**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>
270-803-03.000	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
5/15/2026	invoice IN WHV-2FZ69T8		210.00				
	Line Description: CPED - 2026 MI PRESERVATION CO			Document Description : CPED - 2026 MI PRESERVATION CON			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 1165531			
5/15/2026	invoice IN WHV-2FZ69T8		210.00				
	Line Description: CPED - 2026 MI PRESERVATION CO			Document Description : CPED - 2026 MI PRESERVATION CON			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 1165531			
5/15/2026	invoice IN WHV-ASNS2L9		210.00				
	Line Description: CPED - 2026 MI PRESERVATION CO			Document Description : CPED - 2026 MI PRESERVATION CON			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 1165531			
5/15/2026	invoice IN WHV-ASNS2L9		155.00				
	Line Description: CPED - 2026 MI PRESERVATION CO			Document Description : CPED - 2026 MI PRESERVATION CON			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 1165531			
5/15/2026	invoice IN WHV-XYJQYHK		420.00				
	Line Description: CPED - 2026 MI PRESERVATION CO			Document Description : CPED - 2026 MI PRESERVATION CON			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			Check # 1165531			
270-803-03.000-811.000	PROFESSIONAL DEVELOPMENT	2,200.00	1,205.00	1,205.00	0.00	995.00	54.77
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
<b>Total</b>	KCF O'CONNOR HISTORIC PRESERVATION	25,000.00	1,205.00	1,205.00	0.00	23,795.00	4.82
<b>Total</b>	HISTORIC COMMISSION	26,345.00	1,863.92	1,863.92	375.00	24,106.08	8.50

**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						
<b>Total</b>	TRANSFERS OUT - OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	HISTORICAL COMMISSION FUND	26,345.00	1,863.92	1,863.92	375.00	24,106.08	8.50
	<b>Grand Total</b>	26,345.00	1,863.92	1,863.92	375.00	24,106.08	8.50

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>
<b>Assets</b>						
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POC	274.87	0.00	1,863.92	0.00	1,863.92	1,589.05 CR
<b>Total Assets</b>	274.87	0.00	1,863.92	0.00	1,863.92	1,589.05 CR
<b>Liabilities</b>						
270-000-00.000-202.000 ACCOUNTS PAYABLE	0.00	1,863.92	1,863.92	1,863.92	1,863.92	0.00
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	1,863.92	1,863.92	1,863.92	1,863.92	0.00
<b>Total Liabilities</b>	0.00	3,727.84	3,727.84	3,727.84	3,727.84	0.00
<b>Equities</b>						
270-000-00.000-385.001 FUND BALANCE - ASSIGNED FO	0.00	150.00	525.00	150.00	525.00	375.00 CR
270-000-00.000-390.000 FUND BALANCE - UNASSIGNED	274.87 CR	0.00	0.00	0.00	0.00	274.87 CR
<b>Total Equities</b>	274.87 CR	150.00	525.00	150.00	525.00	649.87 CR
<b>Operating</b>						
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR(	0.00	1,863.92	0.00	1,863.92	0.00	1,863.92
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	525.00	150.00	525.00	150.00	375.00
<b>Total Operating</b>	0.00	2,388.92	150.00	2,388.92	150.00	2,238.92
<b>Budgetary</b>						
<b>Total Budgetary</b>	0.00	0.00	0.00	0.00	0.00	0.00

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

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<b>Assets</b>	274.87	0.00	1,863.92	0.00	1,863.92	1,589.05 CR
<b>Liabilities</b>	0.00	3,727.84	3,727.84	3,727.84	3,727.84	0.00
<b>Equities</b>	274.87 CR	150.00	525.00	150.00	525.00	649.87 CR
<b>Operating</b>	0.00	2,388.92	150.00	2,388.92	150.00	2,238.92
<b>Total HISTORICAL COMMISSION FUND</b>	0.00	6,266.76	6,266.76	6,266.76	6,266.76	0.00

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

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**Grand Totals**

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	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
<b>Total Assets</b>	274.87	0.00	1,863.92	0.00	1,863.92	1,589.05 CR
<b>Total Liabilities</b>	0.00	3,727.84	3,727.84	3,727.84	3,727.84	0.00
<b>Total Equities</b>	274.87 CR	150.00	525.00	150.00	525.00	649.87 CR
<b>Total Operating</b>	0.00	2,388.92	150.00	2,388.92	150.00	2,238.92
<b>Total Expenditures</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Budgetary</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total All Funds</b>	0.00	6,266.76	6,266.76	6,266.76	6,266.76	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**

6-2-26

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 "Giff" 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.

6-2-26: KZCF hopes to move this effort significantly forward in the next few weeks.

**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)
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Gun Lake Tribe (\$5,000)	\$ 5,000 (Mini)
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• 2026 Anticipated Competitive Grants	\$ 10,000
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• 2026 Anticipated Mini Grants*	\$ 5,000
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<b>TOTAL</b>	<b>\$ 35,000</b>
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\*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
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Preservation Month Subcommittee Expenses	\$ 2,575
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BUDGET: Other operating Expenses	\$ 17,175
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<b>TOTAL</b>	<b>\$ 20,000</b>
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**Goal 4: Investigate undertaking a City-wide cultural preservation survey using O'Connor Fund and/or CLG Funds.**

DUE: End of 2026

BUDGET: \$0

# 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

OTHER Updates:

Luis, Carla Fernandez-Soto and I presented to a group of about 25 conference attendees at MHPN's annual conference in Detroit. The State Historic Preservation Officer was in the audience! Good questions followed.

## 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 4-30-26:	\$	86,850.70
Grant Making Value as of 6-2-26:	\$	18,843.32

"Regular" Account 02 Asset Balance as of : 4-30-26	\$	617,485.53
Grant Making Value as of 4-30-26:	\$	70,151.07

<b>Combined Accounts Assets Balance as of 4-30-26:</b>	<b>\$</b>	<b>704,336.23</b>
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Note:

In the past month, the overall combined assets have increased in value by **\$42,970.03**

# Preservation Month Work Plan for 2026 **DONE**

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 **DONE**

**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 **DONE**

**BUDGET:** \$0

Subcommittee Members: All

**1/7/2026 Meeting:** As of January 2026, our subcommittee has reviewed the nomination questions. We do not have any edits to add.

Luis and Nora are coordinating a meeting with marketing people from the city that will be held in January. Due to a misunderstanding from last year, we decided that it would be helpful to add a note about how the awards do not have funds attached to winning, so that nominators understand that this a way to celebrate historic preservation efforts in Kalamazoo, and if people are intrested in funds, they can look into the O'Connor Fund. We also discussed including a successful nomination from years past as a PDF for nominators to look at before submitting an application.

## **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 **DONE**

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

**Update from our 2/4/2026 Meeting:** Nora had a marketing meeting with Luis and two marketing people from the city. We developed a marketing plan to promote the award through direct communication, simplifying the application process, and sending press releases for the nominations and the award ceremony. The awards will be open officially throughout March and close on March 31st. Melissa, Kyle, and Nora continue to brainstorm and plan ways to promote the award and spread the word about the May award ceremony. Our plan for next month is to share the guidelines for reviewing a nomination and secure a speaker for the ceremony.

**Update from our 3/4/2026 Meeting:** We discussed [the judging rubric](#) and plan to bring it to the commission members' attention ahead of our April meeting. We also continued our discussion about the award ceremony itself. We plan to advertise more details about the night (including the speaker) after submissions close at the start of April. In the meantime, we have started planning the award ceremony, which includes the awards, the event schedule, and the decorations. We look forward to reviewing the submissions, sharing our suggestions with the commission ahead of our April meeting, and then spending time finalizing details for the award program in May. Please encourage people to apply!

### **Goal 3: Secure a Speaker**

A) Decide on a speaker as a subcommittee and coordinate with the speaker to ensure they are prepared to give a presentation at the May Awards Ceremony.

DUE: March 2026 **DONE**

BUDGET: \$1,500

Subcommittee Members: All

**Update from our April work:** After reviewing the two nominations, we recommend awarding both Blair Bates and Lynn Houghton. We believe both are in accordance with our guidelines for reviewing nominations that we shared with the commission last month. Both clearly demonstrate how their "day-to-day work or volunteerism further historic preservation in the city" and that their work promotes the values of the KHPC. To highlight an example for each, we would point to Lynn's walking tours, which have explored numerous neighborhoods and special topics in Kalamazoo, and help educate the community about historic sites. We also believe that the section on Lynn's contributions to the commission helps demonstrate her commitment to our mission. And for Blair, we certainly think that the fact that "he estimates he and staff worked on hundreds of Kalamazoo buildings [including the historic buildings listed below in that paragraph]," helps to show how his work furthers historic preservation in the city. We also see his education work as a demonstration of a commitment to accessible historic preservation in Kalamazoo. We are also excited to have Sharon Ferraro speak at our awards ceremony in May. More details to come!

#### **Goal 4: 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

<b>DUE:</b>	May 2026	<b>DONE</b>
<b>BUDGET:</b>	-Space to celebrate	\$300
	-Food/drinks	\$300
	-Award certificate	\$375
	<u>-Decorations</u>	<u>\$100</u>
	<b>TOTAL</b>	<b>\$1,075</b>

**NOTE:** Requires KHPC budget approval for these in January 2026

Subcommittee Members: All

**Update from the May Historic Preservation Awards of Merit:** Thank you to all who were able to join in on the celebrations! Our subcommittee appreciates your time and effort in making this such a successful night. We had around 40 attendees present to

celebrate our award winners. It was a fantastic night, and we look forward to continuing to improve the program next year!

Estimated Completion Date: May 2026

Core Value Alignment: Community Engagement and Education

Ordinance Duties Alignment: 1, 6, 7



## Cemetery Committee Report

**Member:** Dusti Morton

The 2026 goals have been shifted based on other deliverables and projects that have included:

- Working with the virtual tour committee on their ancillary cemetery tour of Mountain Home
- Working with the Association of Gravestone Studies on their annual conference; namely, the portion that includes Kalamazoo as a stop on their cemetery tour field trip June 24, 2026
- Working with the Friends of Kalamazoo Historic Cemeteries on their mini gift proposal to this committee

Our adjusted intent is to have deliverables still completed by EOY. A rough draft of the booklet is available upon request.

### Cemetery Guide Committee Goals

**Goal 1:** Decide on areas/cemeteries to highlight

Due Date: 1.15.2026 - done

Cemeteries included in this guide/pamphlet will be Mountain Home, Riverside, and South Westnedge Park.

**Goal 2:** Determine the medium for the guide

Due Date: 2.11.2026 - done

(Consideration being placed into production of a printed pamphlet to be produced for 2026 with a more robust publication to follow, supported by a digital version.)

**Goal 3:** Conduct cemetery research

Due Date: 2.11.2026 - done

**Goal 4:** Write and format pamphlet

Due Date for Rough Draft: July 2026 - revised

Due Date for Finished Draft: August 2026 - revised

**Goal 5:** Print/produce pamphlet

Due Date: September 2026 - revised

Budgetary cost: \$500

**Goal 6:** Write text of booklet

Due Date for Rough Draft: 10.14.2026; half completed as of June 2026

Due Date for Final Draft: 12.9.2026

Publication of booklet to be discussed as a 2027 goal

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Ancillary Budgetary Concern: We would like to discuss the idea of offering some financial support from the HPC to the Friends of Kalamazoo Historic Cemeteries for taking on the community outreach portion of cemetery preservation. \$5000 is the amount that has been internally discussed.

# Memo

**To:** Kalamazoo Historic Preservation Commission

**From:** Friends of Kalamazoo Historic Cemeteries – Gary Swain, President; Dusti Morton, KHPC Sponsor

**Date:** May 27, 2026

**Re:** FKHC Mini Grant Project

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The Friends of Kalamazoo Historic Cemeteries (FKHC), respectfully requests a mini grant from the O'Connor Fund to continue and expand our gravestone preservation efforts in Kalamazoo's historic Mountain Home and Riverside Cemeteries.

## **Direct Gift Considerations:**

1. The FKHC was founded in 2022 as a **501 (c)(3) corporation**. Included as an attachment to this document is a photocopy of the Internal Revenue Service letter confirming the achievement of that status. The proposed project will take place exclusively within Mountain Home and Riverside Cemeteries located in the City of Kalamazoo.
2. The applicant requests that their project proposal be included in the Kalamazoo Historic Preservation Commissions regularly scheduled June 2026 meeting agenda.
3. The HP Coordinator advises that the proposal does not qualify for the KHPC/O'Connor Funds Competitive Grant Program.
4. The HP Coordinator advises that the gift proposal aligns with KHPC duties and responsibilities.
5. The HP Coordinator advises that at the time of this request the spendable portion of the O'Connor Fund's 02 account has sufficient funds to cover the proposed gift.

## **Proposal Considerations**

- (a) Please refer to criteria under Direct Gift Considerations.
- (b) The FKHC requests \$2500 for gravestone cleaning/preservation projects in Mountain Home and Riverside Cemeteries. Approximately \$750 will be spent on cleaning tools and the remaining \$1750 will be utilized for the purchase of D-2 Biological Solution.

(c) The FKHC will advance the public's understanding of historic preservation in the following ways:

1. The first goal in the plan is to continue to create and host historic preservation programs that are widely available to the public.

Participants are taught best practices in gravestone preservation as outlined by the Secretary of the Interior and further detailed by Preservation Brief 48 "[Preserving Grave Markers in Historic Cemeteries](#)" published by the National Center for Preservation Technology and Training (NCPTT).

2. The requested funds will help us continue our public engagement. In the past two years, the FKHC has included the following organizations in our preservation efforts: Kalamazoo County Historical Society, Kalamazoo Valley Genealogical | Society, Ladies Library Association, Daughters of the American Revolution, Scouting America, Sons of Union Veterans of the Civil War, Kalamazoo Abraham Lincoln Institute, the Stryker Veteran Alliance and others.

(d) The proposed project is designed to meet the Secretary of the Interior's [Standards for the Treatment of Historic Properties, Standard #7](#) states: *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible.* Treatments that cause damage to historic materials will not be used. Consequently, the FKHC utilizes the gravestone preservation recommendations provided by the NCPTT's Preservation Brief 48 and first utilizes the gentlest means possible and initially cleans a gravestone with clean water and the least abrasive tools available.

The brief goes on to state that *Chemical cleaning also may be required if biological growth is severe...* they recommend biological cleaners that contain quaternary ammonium compounds. D-2 Biological Solution was the clear favorite in [a study conducted by the National Park Service](#) and is used in most national veteran cemeteries and by experienced conservators. Its primary active ingredient is quaternary ammonium which is both pH neutral and nonionic. This is the product the FKHC and its volunteers will use in addition to water to clean and preserve historic gravestones.

(e) The proposed project will have a positive community impact. Our expectation is to recruit a minimum of 85 to 100 volunteers from the community. Further, we have already proposed two Eagle Scout projects to the local Council that, if selected, will aid our efforts significantly.

The Imagine Kalamazoo Master Plan and the associated individual neighborhood and historic districts generally include historic preservation, the creation of inviting public spaces, green spaces and areas for hosting culturally significant gatherings. Both cemeteries, while serving as a vital link to our past, were created during the 19<sup>th</sup> century Rural Cemetery Movement. Their design included park-like landscapes before there were parks in America. As our preservation and conservation efforts grow and our educational programs expand, these cemeteries become increasingly inviting public locations and reasonable options for additional cultural and leisure

activities.

- (f) Our plan to clean up to 400 stones will be completed within a year of the gift receipt. We will conduct five Second Saturday cleaning events over the course of the year in Mountain Home and Riverside cemeteries. Further, we will actively encourage and recruit additional veteran and scout events.

The board of directors and the volunteers of the Friends of Kalamazoo Historic Cemeteries greatly appreciate your consideration of our gravestone preservation.



**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

FRIENDS OF KALAMAZOO HISTORIC CEMETERIES  
C/O GARY SWAIN  
697 WYNDING OAKS  
KALAMAZOO, MI 49006

Date: 10/27/2022

Employer ID number:  
88-4182797

Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500

Accounting period ending:  
December 31

Public charity status:  
170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:  
Yes

Effective date of exemption:  
September 28, 2022

Contribution deductibility:  
Yes

Addendum applies:  
No

DLN:  
26053692003462

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Letter 947 (Rev. 2-2020)**  
Catalog Number 35152P



**Department of Public Services**

415 E Stockbridge Ave  
Kalamazoo, MI 49001  
Phone: (269) 337-8047  
311 (269) 337-8000  
[www.kalamazoo.org](http://www.kalamazoo.org)

April 7, 2026

City of Kalamazoo  
Historic Preservation Commission  
241 W South St  
Kalamazoo, MI 49007

Dear Commissioners,

The City of Kalamazoo Public Services Department is pleased to provide this letter of support for the Friends of Kalamazoo Historic Cemeteries in their efforts to preserve and restore the historic gravestones located in the City of Kalamazoo Mountain Home and Riverside Cemeteries. Their work represents a critical investment in the preservation, interpretation, and stewardship of historic resources within Kalamazoo.

The historic cemeteries across Kalamazoo serve as irreplaceable cultural assets, reflecting the community's social, economic, and civic development over generations. Without dedicated preservation efforts, these sites face ongoing risks of deterioration, loss of historical markers, and diminished public access to local history. The Friends of Kalamazoo Historic Cemeteries have demonstrated a sustained commitment to addressing these challenges through strategic restoration, maintenance initiatives, and public education.

Their organization has successfully engaged volunteers, leveraged community partnerships, and promoted awareness of the importance of historic cemetery preservation. These efforts not only protect physical infrastructure and artifacts, but also foster civic pride, support heritage tourism, and provide educational opportunities for residents and visitors alike.

We have worked the Friends of Kalamazoo Historic Cemeteries since inception, and I support the organization as their work aligns with broader goals of historic preservation, community engagement, and responsible stewardship of public heritage assets.

Sincerely

James J. Baker, PE  
Public Services Director and City Engineer