

Minutes

Historic Preservation Commission

City of Kalamazoo



Wednesday, July 8th, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:00 PM

B. ADOPTION OF FORMAL AGENDA

Vail the first report is blank and should be the financial report and in E 3 MHPN notes.

Pena after commissioner review appointment move up directly after approval of minutes.

Morton I make a motion that we move the appointment forwarding the agenda

Harris 2nd

C. APPROVAL OF MINUTES

Morton Dusti was spelled wrong has a y my name has i. Hibbard in F 5 it says the association of immigration studies should be gravestone studies. Edison in the two coordinators report if we could add it was the Grand Rapids and Kalamazoo round table and Gun Lake location at the Luella Collins center in Shelbyville Michigan. Pena did you say that during the meeting? I will go back and listen to the meeting. Edison identify Crystal Burnett that she is an archivist who I met at the Larry Bell Foundation. Also Megan Daniels whos is an archivist at the Grand Rapids Public Museum.

Vail motion to approve the minutes as amended

Hibbard so moved

Harris 2nd

Unanimous

D. PUBLIC COMMENTS

Pam Community fund will discuss more when we get to discussion items.

E. REPORTS

1. Financial Report
Pena read report

2. 106 Report
Pena read report

3. MHPN notes

Hibbard, I don't think anyone has read them yet. There were a few instances where I tried to mention that Professor or Dr Evan talked to for Cutlers about the cemeteries for the website. I looked it up and added that it was not part of the presentation but just for outside resources. If you were not there or in the sessions enjoy.

F. DISCUSSION/ACTION ITEM

1. Commissioner Appointment

Dan I was chair of the HDC for at least 3 years I termed off from that. I am a small local business owner I lived in historic houses and restored historic buildings, and I am just intensely excited about history. Vail are you familiar with some of the projects that we have done. Dan no I am not. Dan what are some of the bigger projects. Vail some of the biggest stuff we have to do is administering the O'Connor fund and the grants that go along with that. Were the stewards of that money and that's a very important part of what we do. Morton one of our projects right now that I am heading up is working on some documentation for local cemeteries. Our goal is to create an out of pocket guide to interpret what your looking for. Melissa has a similar type of project. Paduk, we are currently working on creating some digital tours of different areas in Kalamazoo reviving the hidden Kalamazoo tours that were run in person. Kinda turning those into more of a virtual space. Then working with Dusti on different cemeteries. Were going to be doing a digital walking tour of Mountain Home Cemetery. Dan, coming from the board I am on, I would not be jumping on this out of the gate but I would love to talk about just more public education. Morton, I am going to point to Nora and Fred they did actually work on communications to the public. We know a lot of our building can use some help. I do believe they mailed out letter to. Edison we prepared letters to be mailed out but that has stalled. Hibbard, Sharon did speak at our awards ceremony that is part of our education. I like your idea and I have thought before on presenting to the various neighborhood associations to get these relationships built. Vail, I know the Historic District Commission has some requirements for people to be on it. Pena one of the seats on that commission needs to be an architect and everyone has to live in the City of Kalamazoo. Whereas the majority of the members of this board must live in the City of Kalamazoo. Otherwise, the requirements for this board are that you simply have an interest in history and/or an interest in historic preservation. Pena, you and Melissa both have extensions on your terms right now until September I will look it up. The smoothest way to do it would be to have Dan come in and fill Noras roll. That will be the way I am going to facilitate this moving forward. Vail, would he be filling the remainder of Noras term rather than a fresh three year cycle? Pena, yes I think so.

You get two full terms so that should not be an issue. Pena, Fred and Melissa you are technically on until November 30th of this year. Pena, someone needs to make a motion recommending to the City Commission that Dan Kastner be appointed to the Historic Preservation Commission. Morton so moved.

Unanimous

2. O'Connor Fund Report

Pam, it was a big month. I got a note from the Community Foundation yesterday. My report for item one says no longer necessary so I exed it out. The O'Connor Fund split. The O'Connor Fund has not been split its been changed in terms of its qualifications. It has gone from a non profit fund to a field of interest fund. Which means if you all have a project Luis is going to ask for it and its going to go into the bank at the City. If we make a grant the money is going to go to the grantee. As far as timing, our philanthropic advisor, Carla Fernandez Soto they informed me that by next Monday assets should be reflected appropriately in the filed of interest fund, that means that next week you can begin making grants from that fund. Did you have any questions on the decisions that the grant making subcommittee made last week in the terms of the elevator eligibility? The rehabilitation projects that are allowed. Hibbard, are we still having the two different bucket O one and O two. Pena yes. The Community Foundation will be able to disperse the funds directly to the recipient instead of them having to come to the City of Kalamazoo. We will still have some funds in the city account but wont be the twenty four thousand we have right now. Morton looking at the information I believe what we are talking about would be relevant to our mini grant, mini gift unless I missed it. Hibbard, Dusti is saying that the \$2,500 approved last month for the Friends of Kalamazoo Historic Cemeteries is not listed on the report, Pena, for my own clarification your saying on Pams report \$35,000 that she listed as encumbrances does not include the \$2,500 that we have encumbered towards Gary. I see its anticipated for mini grants of \$5,000 I don't see it listed anywhere. Pena, you will not see it on the budget reports. The money has nothing to do with the City of Kalamazoo and will not come through the City of Kalamazoo and that budget is the City's coffers. It will be dispersed directly from the Community Foundation to the non-profit. We have not dispersed those funds yet we knew these changes were coming. Morton, Kyle for being the new chair that will extend his term is that a conflict? Hibbard, sub committee members do not have to be sitting commissioners.

1. Recommendation for the grant for the Disability Network

Hibbard I move that per the recommendation of the grant sub committee we make a grant from O'Connor fund one for \$10,000 to the Disability Network of Southwest Michigan for their elevator machinery repair project as outlined in their application and we ask Luis to communicate with the awardee and share all related documentation within the coming calendar month. Hibbard I amend my motion to O'Connor fund zero 2.

Morton 2nd

Unanimous

2. Akina per the recommendation by the competitive grant making subcommittee I move that the KHPC appoints Kyle Hibbard as chair of the subcommittee and Patrick Vail be appointed temporary interim chair in case Kyle can no longer serve until a new permanent chair is installed immediately.

Edison 2nd

Unanimous

3. Raising the top end of the competitive grant program from \$10,000 to \$15,000. Hibbard, per the recommendation of the competitive grant making subcommittee I move to increase the available grant funding from \$10,000 to

\$ 15,000 for the 2027 year and continuing forward.

Harris 2nd

Unanimous

4. Hiring a consultant for pre-view draft applications.

Morton per the recommendation of the competitive grant making subcommittee we recommend hiring a qualified consultant for half or full day to take appointments with applicants that wish to review their drafted application be submittal not fewer than three weeks before the submittal deadline. That consultant must be selected from the Michigan Shipps list of people whose qualifications meet or exceed professional qualifications for historical architect, historian archeologist, historian consultants list and who work regularly with people and organizations whose projects must meet the secretary of interior standards for the treatment of historic properties and buildings. Build cost of the service should not exceed \$2,000 including time and travel.

Akina 2nd

Morton motion to amend to specify this comes from O'Connor fund 2 .

Akina 2nd

Motion approved

2. **COORDINATOR'S REPORT**

Pena presented

3. **COMMISSIONER COMMENTS**

Harris this is my last meeting. I want to thank you all. Its been fun and enjoyable. I look forward to seeing you and working with you. Morton we did have the association of grave stone studies come through Wednesday through Battle Creek, Paw Paw and Kalamazoo. They loved Kalamazoo. We had some great feedback and press coverage on that historic property. Luis did come and speak for us thank you for the support. I also did a small presentation at the conference. The Friends of Historic Cemeteries are having an event this Saturday at 9:30 at Mountain Home. Akina the Gun Lake Tribes annual powwow is July 11th and 12th it is open to the public. I will send you the flyer with all the information.

4. **ADJOURNMENT**

Vail moved to adjourn at 7:15 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.