

**KALAMAZOO HISTORIC
PRESERVATION
COMMISSION MINUTES**

**October 5, 2004
2nd Floor Community Room, City Hall
241 W. South
Kalamazoo MI 49007**

MEMBERS PRESENT: Chris Wright, Pam O'Connor; Chad Slider; Derl Oberlin;
Linda Bennett; Norman Jung

MEMBERS ABSENT: None

CITY STAFF: Sharon Ferraro, Historic Preservation Coordinator; Karleen
Steppenwolf, Records Coordinator

CALL TO ORDER

Mr. Wright called the meeting to order.

APPROVAL OF ABSENCES

There was no notification from Commissioner Hopewell.

AGENDA

Mr. Wright would like to add discussion of DKI to do a presentation for the HPC regarding downtown plans at the December meeting. Sharon had copies of the article for the commission to look over. Item IX.E.

Ms. O'Connor would like to add as item IX.F to increase her funding for the conference she attended in Kentucky.

Ms. O'Connor also wanted to add item XII.A. to discuss the DDRC design review.

Ms. O'Connor, supported by Mr. Wright, moved to approve the October 5, 2004 agenda. With a roll call vote, the motion carried unanimously.

MINUTES

The September 9, 2004 minutes will be held to approve at the November meeting.

INTRODUCTION OF GUESTS

Curt Aardema is a student from Hope College. Andrea Mayfield is a student from Western Michigan University. Paul Smithson is an interested citizen.

CITIZEN COMMENTS

Curt Aardema is interested in how the HPC meetings work and has questions regarding Pfizer's plans for demolition of buildings. Andrea Mayfield is present because of a project in her journalism class at WMU.

CORRESPONDENCE

HPC acknowledged the thank you letter from MHPN. HPC will not respond to the letter from Park Club.

FINANCIAL REPORT

City: The report was handed out at this meeting so the HPC will review and make comments at the November meeting.

O'Connor Fund: No new information.

ACTION ITEMS

Annual O'Connor Fund Appeal: Ms. O'Connor stated that it is time to draft a letter so it can be approved and distributed by the end of November. This item will be put on the agenda for next month.

Budget for 2005: The budget has been sent to City Commission for approval. HPC has a working capital of \$56,798 and Account Payables of \$31,623. Ms. O'Connor has increased the O'Connor fund to \$10,000 because we were able to eliminate the line item for royalties. The royalties will be paid out of income. Ms. O'Connor believes there will be an increased amount of working capital by the end of the year due to calendar and additional book sales. Ms. O'Connor states that the HPC is under budget according to the latest budget.

Church Workshop: After a lengthy discussion regarding whether HPC should still hold the seminar based on the amount of participants, the commission decided to go ahead with the seminar. HPC will collect as much material/handouts as they can and share the information with other churches in the City.

Ms. O'Connor, supported by Mr. Wright, moved to continue with the Church Workshop. With a roll call vote, the motion carried unanimously.

Change meeting date: Because of the election, the November meeting will be moved to November 1. The location is to be announced.

Ms. O'Connor, supported by Mr. Jung, moved to change the November meeting from the November 2 to the November 1. Will a roll call vote, the motion carried unanimously.

DKI presentation: Ms. Ferraro will talk to Jeff Chamberlain regarding having a presentation regarding the downtown plans. The HPC would like to schedule for the December 7 meeting. Ms. O'Connor suggested the HPC devote at least an hour to the presentation and discussion.

Increase reimbursement for Ms. O'Connor: Ms. O'Connor is asking the commission to approve of an increase in reimbursement of \$18.66 for the NTHP conference she attended in Kentucky.

Mr. Oberlin, supported by Ms. Bennett, moved to increase Ms. O'Connor's reimbursement amount by \$18.66. With a roll call vote, the motion carried unanimously.

COMMITTEE REPORTS

Kalamazoo Lost and Found Book Report: One soft cover copy has been sold. Proofs have been made and are on their way to Brakeman. Once reviewed and approved they will be on their way to Edwards and they will start the printing. The calendars are being sold and retailers like them. Ms. O'Connor is delivering them to the vendors.

Church Workshop: This was discussed earlier in the meeting.

CITY REPORTS

Coordinator's Report – Ms. Ferraro stated the Chapter 16 Study Committee will have their first reading on October 18 and the second reading on November 1 and at that time the Study Committee hopes to get the commission approval. Carlton Olson of CTL will be sending a report within the next month on the Iannelli Fountain. When we receive the report we will reconvene the subcommittee to begin planning for grant sources.

Ms. O'Connor had a question regarding the 100 block of E. Michigan and Ms. Ferraro stated the City Manager's office said there is something in the works.

Ms. O'Connor had a remark regarding the house on the NE corner of S. Westnedge and Edgemoor. She stated that the house has gone under major renovation and looks wonderful.

COMMISSIONER COMMENTS

DDRC Review: Ms. Ferraro stated that DKI and DDA have approved the current draft. Ms. O'Connor had some corrections she would like addressed. The pages include: A2, A3, A4, C5, C16 and appendix III.

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ADJOURNMENT

Mr. Wright, supported by Ms. Bennett, moved to adjourn the meeting. With a roll call vote, the motion carried unanimously.

Submitted by

Received by

Approved by