

HISTORIC PRESERVATION COMMISSION
Minutes
April 14, 2009

Third Floor Conference Room
City Hall
Kalamazoo, MI, 49007

Members Present: Claire Milne, Chair; Chris Wright, Vice Chair; Katie Jacobs; Tony Holewinski

Members Excused: Peter Carroll; Josh Willson

City Staff: John Urschel, Records and Information Manager; Sharon Ferraro, Historic Preservation Coordinator; Amy Thomas, Recording Secretary

Guests: Linda Bennett, Pam O' Connor; Curt Aardema; Norman Jung; David Brose; Brooke Ainsworth; Frank Rohm; Ian DeShong; Madison Brand;

I. Call to Order

Ms. Milne called the meeting to order at 7:08 p.m.

II. Approval of Absences

Mr. Carroll and Mr. Willson advised city staff that they would not be present for the April meeting.

Mr. Wright, supported by Ms. Jacobs, moved approval of the absences of Mr. Carroll and Mr. Willson from the April 14, 2009 HPC meeting. With a voice vote, the motion carried unanimously.

III. Approval of Agenda (April 14, 2009)

Ms. Ferraro suggested moving up the 125th anniversary presentation on the agenda to accommodate the presenter. However, technical difficulties with the projector are causing delays. She requested that Mr. Urschel be allowed to provide his presentation as soon as the technical issues are resolved.

Mr. Wright provided an updated agenda showing the correct names by the work plan items.

Ms. Jacobs, supported by Mr. Wright, moved approval of the April 14, 2009 HPC agenda as amended. With a voice vote, the motion carried unanimously.

IV. Approval of Minutes: March 10, 2009 (Item B)

Ms. O'Connor referred to page 5 of the minutes and advised that the name "Jameson" is spelled without an "i." Page 4, third paragraph from the bottom, the reference to the grant information and the 3 to 1 match should also mention that 3 private gifts were received.

Ms. Bennett referred to page 4, the next to last paragraph, the reference to the Kalamazoo Gazette article about the town in Ohio should indicate, "that had ordered Ron Kitchens book."

Ms. Jacobs, supported by Mr. Holewinski, moved approval of the March 10, 2009 HPC minutes as amended. With a voice vote, the motion carried unanimously.

V. Introduction of Guests

Ms. O'Connor circulated a sign-in sheet for the guests to sign; the guests stated their names for the record.

VI. Citizen Comments on Non-Agenda Items

Ms. O'Connor inquired if the HPC attendees who are going to the Michigan Historic Preservation Network annual conference have all registered. Ms. Bennett requested information about the rates in order to determine the total cost. Ms. Jacobs (full rate), Mr. Carroll (full rate) and Mr. Holewinski (volunteer rate) are registered. Mr. Wright (volunteer rate) and Ms. Milne (one day rate) are not yet registered. It was unknown if Mr. Dunn (full rate) had registered.

Ms. O'Connor stated that the rooms originally reserved at the participating hotel have already filled up and additional ones have been added. She encouraged those who are attending to register as soon as possible. The rooms are at the Days Hotel on Pearl Street in Grand Rapids. The hotel has been recently renovated and the room rate is less than \$100 per night.

Ms. O'Connor stated that she recently visited all of the sites during a four-hour tour. The key note luncheon will take place at St. Cecelia's Music Society, which has a Tiffany window.

VII. Correspondence

Ms. Ferraro advised that there is no correspondence other than what was included in the HPC packets.

VIII. Financial Report

a. City (Item C)

Ms. Bennett advised that \$1,045 has been set aside for conference expenses. Ms. Ferraro stated that she submitted a request to Ms. Steppenwolf for Ms. Jacob's and Mr. Holewinski's expenses. So far, there is a total of \$950 in contributions coming in to help cover Mr. Jackson's speaking engagement.

Ms. Seaverson inquired if Ms. Ferraro had contacted the Southwest Michigan Sustainable Business Forum to discuss a bill. Ms. Ferraro stated that she would provide them with a thank you letter on HPC letterhead, which will serve as a paper trail to account for the money. Mr. Jackson is charging \$1,500 for his speaking engagement.

Ms. Bennett advised that there is currently about \$13,000 in the HPC account. Approximately \$3,000 of that money has been earmarked for upcoming expenses. Ms. Bennett mentioned that the solicitation letter that is usually mailed in the fall, will require less postage since there is no brochure to be included in the mailing this year.

Ms. Jacobs referred to the letter for the Southwest Michigan Sustainable Business Forum. She suggested that the HPC write a thank-you letter to the AIA also; the donation has not arrived yet. Ms. Ferraro suggested that, after the event, it would be appropriate to write thank-you letters to all the people/entities who have provided contributions for preservation month.

Ms. Bennett stated that the following funds have been pledged for preservation month: AIA - \$200; Southwest Michigan Sustainable Business Forum - \$250; FOEC - \$500, for a total of \$950 in contributions for Mr. Jackson's visit. Ms. Jacobs advised that there will be some funds available for Art Hop, and Eckert-Wordell has donated wine for the Art Hop.

Ms. Bennett expressed concern about maintaining enough funds for next year's budget. She advised keeping a close watch on book sales, since that is a major source of income for the HPC. Ms. O'Connor commented that it might be helpful to have more places to market the book.

b. O'Connor Fund

Ms. O'Connor advised that there is no written report to submit at this time. Last month, the O'Connor Fund received two gifts totaling \$100.

c. Kalamazoo: Lost and Found book project (O'Connor) (Item E)

Ms. O'Connor advised that there have been no changes since she distributed the report to the HPC. Kazoo Books advised that they sell 1.5 books per month over the internet. The Nature Connection has agreed to take an additional eight books to sell.

Ms. O'Connor stated that the photos displayed at city hall have been taken down in preparation for a new exhibit. She has been in contact with Beth Timmerman in the local history room at the Kalamazoo Public Library (KPL) to discuss possible exhibit space for the photos from Kalamazoo Lost and Found that were on display at city hall. Ms. Ferraro volunteered to talk with Bob Doud at Bronson Hospital regarding a possible photo display at Bronson.

Ms. Bennett mentioned that the KPL has a nice website, and it might be beneficial for the HPC and the City of Kalamazoo to have links on that website.

IX. Action and Discussion Items

a. Work Plan Reports from Team Leaders

i. Designation (D) - Jacobs

Ms. Jacobs advised that there are no updates at this time. She inquired as to the status of the full work plan. Mr. Wright stated that Mr. Levy is waiting for minor changes from individuals to be submitted before the final version of the work plan is released.

ii. Communication (C) - Milne

There were no updates.

iii. Partnership Development (PD) - Willson

Mr. Willson was not available to provide an update.

iv. Preservation Month (PM) - Wright

Ms. Milne advised that information regarding preservation month was provided in the packets. She inquired if the inside of 309 North Burdick had changed, it has been in a semi-finished state. Ms. Ferraro advised that

the condition remains the same, it is still wide open. Air conditioning units are being installed, but that will not affect the preservation month activities. Ms. Milne stated that she would order tables for that location. Ms. Ferraro advised that she has two folding tables that can be used for food and displays. The events at 309 N. Burdick will take place on Wednesday, May 20th at 5:30 p.m.

Ms. Ferraro provided flyers regarding Preservation Month to be distributed by HPC members and guests. She also provided some of the flyers to Kazoo Books to use as book marks. They will also be available at the downtown library. Ms. Jacobs suggested that people should indicate where they intend to distribute information in order to avoid multiple visits to the same location.

Ms. O'Connor inquired if anyone at WMUK had been provided with information about preservation month events. Discussion followed with regard to who would be available for a radio interview. Ms. O'Connor advised that the interview questions could be submitted to the radio station ahead of time. This will allow the interviewee to prepare answers to the questions that will be asked.

Ms. Ferraro stated that there are four awards for preservation month. She is planning to have the photos and awards ready to be framed by the end of next week.

Ms. Milne inquired as to how many people would be at the awards reception. Ms. Ferraro advised that she was not sure how many people would be attending. She will invite all of the City Commissioners to attend. John Donaldson is the building owner for 309 N. Burdick Ms. Milne inquired if Mr. Donaldson would object if drinks were served during the event. Ms. Ferraro cautioned against serving liquor since there may be liability issues. She will ask Mayor Hopewell if he would be willing to present some of the preservation awards.

Ms. O'Connor suggested contacting WMUK and WKZO radio to interview HPC members regarding the upcoming events for preservation month. Ms. Ferraro mentioned that Lori Moore has a morning radio show and callers can discuss topics of their choice. There will be a media release for the awards, which will be sent to the Kalamazoo Gazette, the Western Herald, WMUK and other local radio and television stations. The media release was included in the HPC packets. Mr. Holewinski volunteered to interview with one of the radio stations regarding preservation month.

Ms. Ferraro advised that the HPC needs to provide official approval for the preservation month award recipients. The recipients are as follows:

402 E. Michigan Ave., the Arcus Depot (the entire building); 628 S. Park, the R. Dexter Walker House; 3434 Madison, Sears kit house; 241 W. South St. (city hall), the ramp at the back entrance. The award for the project at city hall will be made out to Bob Witt from Public Services. Work will continue on city hall to remove the stains where the addition was attached to the original structure.

Ms. Jacobs, supported by Mr. Wright, moved approval of the four historic preservation awards as proposed. With a voice vote, the motion carried unanimously.

Ms. Ferraro suggested that the agenda be pre-empted at this point to accommodate Mr. Urschel's presentation.

X. Old/New Business

a. 125th Anniversary – City of Kalamazoo

John Urschel, Records and Information Manager, City of Kalamazoo, was present to discuss a project to commemorate the 125th anniversary of the City of Kalamazoo. Mr. Urschel advised that he was approaching the HPC to request funding for the film he is producing. The film will provide a glimpse into Kalamazoo life in 1884 when the city was founded. The City of Kalamazoo is partnering with the Western Michigan University archives, the local history room at the Kalamazoo Public Library, the Kalamazoo Valley Community Museum, and the Kalamazoo Gazette to complete this project.

Mr. Urschel stated that there is a major expense involved with using copy-righted music. The Kalamazoo Symphony is allowing the use of their recordings to score the film. It would have cost \$1,100 to use one part of a Randy Newman song. The HPC is being approached for funds to hire a film maker, which will cost \$500 to \$1,500. Mr. Urschel is proposing to partner with Brandon Marsh to make the film. Dave Hess, the Risk Manager for the City of Kalamazoo, has volunteered to narrate the film, which will be 45 to 60 minutes in length. Mr. Urschel provided a Powerpoint presentation showing the footage that has been produced at this point.

Ms. O'Connor inquired as to why Mr. Marsh has been hired to work on the film. Mr. Urschel stated that Brandon Marsh has done nice work for the KPL (Kalamazoo Public Library), and Mr. Urschel approached him about working on the film, which is supposed to be completed by Memorial Day. The Kalamazoo Gazette has requested a copy of the film, and the library would like to have it on their website. If there are funds available for a premiere, that event would likely take place at the museum.

Ms. O'Connor inquired if there was any chance to match the HPC gift with another gift. She suggested that the Gilmore Foundation or Upjohn Foundation

might be willing to contribute.

Mr. Urschel advised that he has received the necessary permission to use the information in the film. He has invested approximately 200 hours so far in this project.

Mr. Wright, supported by Mr. Holewinski, moved to contribute \$500 toward the film to commemorate the 125th anniversary of the City of Kalamazoo, with the possibility of an additional \$250 to be contributed, if needed.

Ms. Milne mentioned that the HPC has \$2,650 in the general preservation education fund. However, Alan Levy has not presented his bill yet. Mr. Levy's bill will be approximately \$2,100. Discussion followed with regard to unknown expenses, and concern was expressed about the depletion of the O'Connor Fund due to the down turn in the economy.

Ms. O'Connor suggested linking the gift from the HPC to matching funds from another source. She volunteered to look into that possibility. The O'Connor Fund has eroded over the last six months so it is not anticipated that any funding will be coming from that source. Ms. Milne commented that many of the HPC members contributed to the publication, *Where Place Prospers*, and that is a possibility for this project.

(8:05 p.m. – Commissioner McCann arrived.)

Ms. Milne stated that she would be willing to pledge \$100 toward the making of the film. Ms. Bennett pledged \$250 and Ms. Ferraro pledged \$50.00.

Mr. Urschel indicated that the \$500 from the HPC should be adequate at this time. He stated that he would approach the foundations to request more funding if necessary. Ms. Ferraro suggested that if more funds were needed, a premiere could be held to generate more interest in the film.

Ms. Milne inquired if it would be helpful for the HPC to write a letter of support for this project so that Mr. Urschel could present it to other potential funders. Ms. O'Connor responded in the affirmative. Ms. Ferraro advised that she would write the letter of support for the HPC to sign.

Ms. Milne, supported by Mr. Holewinski, moved to allocate \$500 for the production of the Kalamazoo history film, *Kalamazoo 1884*. With a roll call vote, the motion carried unanimously.

Ms. Bennett inquired if the HPC had disbursed the funds from the 2009 budget to pay for the speaker at the Old House Expo. Ms. Ferraro stated that she received the check for \$500 just prior to the Expo.

IX. Action and Discussion Items

a. Work Plan Reports from Team Leaders

v. Iannelli Fountain (IF) - Carroll

Ms. O'Connor advised that Mr. Carroll is looking for someone to finish the brochure. The person who started the brochure is experiencing personal problems and may not be able to finish it. Ms. O'Connor has been in contact with David Jameson from the Architect Gallery in Chicago and he is interested in curating the exhibit, which may be postponed from 2010 to 2011 to allow adequate time to acquire funding for the exhibit. Mr. Carroll will ask the Kalamazoo Institute of Arts (KIA) if they can accommodate the exhibit in 2011.

Ms. O'Connor contacted members of the Weisblatt Family Foundation because they have a connection to the fountain. Two of the three siblings responded. One of the siblings inquired if it would be possible plant more Burr Oak trees in Bronson Park. She is waiting to hear from the City of Kalamazoo with regard to a contact person for further information. There was also discussion about postponing the celebration for the fountain until the 75th anniversary to allow more time for public fund raising.

Ms. O'Connor advised that she found a list of people who signed the petition in support of the fountain in 2006, and that will be the basis for the letter writing campaign and the brochure.

Mr. Jung stated that the next meeting will be at Elaine Wickstrom's house on April 29th. He advised that Mayor Hopewell's committee for the Fountain of the Pioneer (Iannelli Fountain) will hold their first meeting in over a year on the same day. Mr. Jung will report to the HPC in the evening regarding that meeting. He will also provide an update to Mayor Hopewell's committee regarding the HPC's efforts on this matter. Ms. Ferraro and Mr. Carroll will work on the timeline, which will extend over a 5-year period, regarding the goals to be accomplished. September 2015 will mark the 75th anniversary of the dedication of the Iannelli Fountain.

Mr. Jameson indicated to Ms. O'Connor that his expenses would be minimal. The KIA had expected it would cost \$30,000 to \$40,000 to host the exhibit. Mr. Jameson would need over night accommodations for two or three trips. He also wants to have control over the catalog. Mr. Jameson suggested that the HPC concentrate on Iannelli's work from the

time the fountain was dedicated, in order for the exhibit to fit in the limited space the KIA has to offer. His book will probably be done by then.

Ms. Ferraro stated that Melvin Skvarla had names of foundations outside of Kalamazoo where the HPC might seek additional funding. He also inquired as to where he should send his donation for the fund. That information should be available in the near future.

vi. Budget (B) – Bennett

Nothing to report.

X. Old/New Business

b. Support letter from KHPC for CLG grant application (Window Repair Workshop)

Ms. Ferraro advised that the CLG grant will be on the City Commission agenda for the first meeting in May. The grant will provide two weeks of training for 10 students on how to repair windows. The students will also be certified as lead safe workers. The training will likely take place in July. Ms. Ferraro needs a letter of support from the HPC to obtain this grant.

Ms. Milne stated that she would have an hour and a half on April 15th to help with the grant. Ms. Ferraro will be submitting the grant application in about 10 days, and she will be seeking statements from certain individuals to assist in the grant writing process.

Mr. Holewinski, supported by Ms. Jacobs, moved to support the CLG grant for the training program to include window repair and lead remediation. With a voice vote, the motion carried unanimously.

c. Election of Officers

Ms. Jacobs suggested postponing this agenda item until the rest of the HPC members can be present.

Ms. Milne mentioned that Mr. Willson is willing to assume the duties of Treasurer if no one else is interested in that position.

Ms. Ferraro advised that Michael Dunn may be appointed in time to serve on the HPC for the May meeting.

XI. Coordinator's Reports

a. Site Watch & Issues (Item G)

None

b. Recommendation for new categories in next years preservation awards

Ms. Ferraro suggested considering for next year's preservation awards, a reorganization of award classifications based on the Secretary of the Interior's Standards and Guidelines. Instead of rental, residential, commercial, governmental and institutional, the categories would be rehabilitation, restoration and preservation. It would be more preservation-oriented to use those categories.

Ms. Milne commented that this would provide more opportunity for ordinary people to receive a preservation award. Mr. Wright mentioned the need for more clarification regarding the application. Some applications were submitted with information about the history and landscaping of the house, rather than details about the preservation/restoration process. The new categories would allow an award to be presented for an owner who had done ongoing, appropriate maintenance.

Mr. Wright suggested looking at standards used by the MHPN (Michigan Historic Preservation Network). Ms. Ferraro commented that changing the categories would be a good reason to do more publicity for the event. Continuing with the same thing year after year doesn't generate much interest. As an example, the publicity for the city's 125th anniversary celebration has been getting considerable attention.

Ms. Ferraro stated that the city has delayed the reconnaissance level survey by at least one year due to budgetary constraints. Ms. Ferraro would like to set up the survey to integrate it into the city's data bases and make it available on the web.

Ms. Bennett inquired if interns could help with the survey. Ms. Ferraro advised that interns wouldn't have the necessary knowledge to make the appropriate judgment calls when doing the survey.

Ms. Ferraro stated that there will be four neighborhoods included in the historic homes tour this year: W. Main Hill, Stuart, Vine and downtown.

XII. Commissioner Comments

Mr. Wright congratulated Commissioner McCann on his recent wedding.

Ms. Ferraro distributed pins to the HPC members in recognition of their volunteer work. The volunteers also received a copy of the City Commission resolution.

Ms. O'Connor advised that Mr. Aardema and Mr. Willson have been appointed to the FOHEC (Friends of Historic East Campus) board.

Adjournment

Ms. Jacobs, supported by Mr. Holewinski, moved to adjourn the April 14, 2009 meeting of the Historic Preservation Commission. With a voice vote, the motion carried unanimously.

The meeting adjourned at 8:40 p.m.

Submitted by: _____
Recording Secretary

Dated: _____

Reviewed by: _____
Staff Liaison

Dated: _____

Approved by: _____
HPC Chair

Dated: _____