



City of Farmers Branch

Minutes

Historical Preservation & Restoration Board

Farmers Branch
Dodson House
2540 Farmers Branch Ln
Farmers Branch, TX 75234

Thursday October 24, 2024

6:30 PM

Dodson House

Absent	2 – Member Van Reece and Member Teresa Webster
Presiding	1 – Chair Missy Dours
Present	6 – Member Samaria Cate, Member Ann Christman, Member Christian Martinez, Alternate Sharon Montgomery, Alternate Elizabeth Villafranca, and Member Ginny Welch
Staff	1 – Hillary Kidd, Historical Park Manager

A. CALL TO ORDER

The meeting was called to order by Chair, Missy Dours at 6:30 PM.

B. CITIZEN COMMENTS

This agenda item provides an opportunity for citizens to address the Board or Committee on any matter that is not posted on the agenda. Anyone wishing to address the Board or Committee should complete a Citizen Comments Registration Form and submit it to the Board Liaison or Board Chair prior to the start of the meeting. There is a three (3) minute time limit for each citizen to speak with a reasonable limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic item. Anyone wishing to speak shall be courteous and cordial.

The Board or Committee is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Chair may have the item placed on a future agenda for action; refer the item to the City Administration for further study or action; briefly state existing City policy; or provide a brief statement of factual information in response to the inquiry.

There were no comments made.

C. AGENDA ITEMS

24-829 Consider approval of the September 26, 2024 meeting minutes; and take appropriate action.

Member Ann Christman moved the minutes of the September 26, 2024 Board minutes be approved as written. Alternate Sharon Montgomery seconded. Motion carried by the following vote:

Absent 2 – Member Van Reece and Member Teresa Webster

Aye 6 – Member Samaria Cate, Member Ann Christman, Member Christian Martinez, Alternate Sharon Montgomery, Alternate Elizabeth Villafranca, and Member Ginny Welch

24-830 Receive an Event Center update; and take appropriate action.

Historical Park Manager, Hillary Kidd gave the most recent update. The grand opening is set for Wednesday, November 20, 2024 at 2 PM. The Masons will be doing the cornerstone ceremony.

Alternate Elizabeth Villafranca asked about the contractor's punch list and if the formal certificate of occupancy was issued.

24-832 Receive a status report on the Historical Park's Master Plan.

Historical Park Manager, Hillary Kidd noted that Perla Tavera, Director of Economic Development, Tourism, and Planning will report on the progress of the Master Plan in the near future. Upon completion of the Master Plan, the log cabins will be reassembled. Before the reassembly can occur, the City Council will need to approve a bid from a reconstruction company.

24-833 Receive a report on the STEPS Program.

Currently, the Historical Park has earned the following certificates:
Mission, Vision, and Governance = Silver and Gold
Audience and Community Engagement = Silver
Interpretation = Gold
Stewardship of Collections = Silver
Stewardship of Historic Structures and Landscapes = Silver
Management = Bronze

24-831 Receive a report on the Annual Presentation to City Council as it relates to the Historical Preservation and Restoration Board; and take appropriate action.

Board Chair, Missy Dours will present the Annual report to City Council on Tuesday, November 12 during Study Session, in the Council Chambers. Missy will share the Mission and Vision of the Historical Park and Board accomplishments, including 2023 Board of the Year, and Board member participation, over 80%. Chair rental amounts were recorded as \$678 for the Independence Day Celebration and \$1,577 for the Bloomin' Bluegrass Festival. A portion of the chair rental revenue was used to purchase 24 new tea trays, needed for Historical Park events.

24-834 Discuss the Witness to History Award; and take appropriate action.

Secretary Ginny Welch obtained the application with supporting documentation for Messina's Shoe Repair and passed it out for consideration. Chair, Missy Dours stated that she, Member Teresa L. Webster, and Alternate Elizabeth Villafranca had met with Carol Dingman to invite her to fill out the application. Teresa will submit the application for consideration at the November Board meeting.

24-720 Receive an update on Historical Park current projects, events, and upcoming activities.

Historical Park Manager, Hillary Kidd gave the update.

The Depot exterior has been repaired and painted. The Maintenance Shed area is being prepped for a new fence and two storage containers.

A listing of events was included in the current Board packet. Highlights for upcoming events include:

- Nov 1 – Día de los Muertos (Day of the Dead Celebration), 6:30 – 9:30 PM (come & go)
- Nov 7 – Charcuterie Board Class, 6:30 – 8 PM
- Nov 10 – Fall Family Minis, 9 AM – 5 PM
- Nov 10 – The Victorian Fencing Society Presents A Grand Assault of Arms, 1 – 3 PM (come & go)

Beginning Nov 3, the Historical Park’s operating hours will change to:
Monday through Friday from 8 AM – 5 PM
Saturday and Sunday from 12 – 5 PM

24-835 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch.

Alternate Elizabeth Villafranca attended the Bloomin’ Bluegrass Festival and participated in renting chairs along with members of the Friends of the Historical Park Board. Chair Missy Dours, Alternate Sharon Montgomery, Alternate Elizabeth Villafranca, and Secretary Ginny Welch volunteered at Haunts & Houses on Thursday, October 24, 2024.

24-722 Discuss agenda items for future Historical Preservation and Restoration Board meetings.

- Vote on Witness to History Award application(s).
- Receive the Quarterly Report for Q4/year-end FY 23-24.
- Receive an update on Event Center punch list.

D. ADJOURNMENT

The meeting adjourned at 7:08 PM.

Chair

Secretary