



# City of Farmers Branch

## Minutes

Venue 1842 at the Historical Park  
2540 Farmers Branch Ln  
Farmers Branch, TX 75234

### Historical Preservation & Restoration Board

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Thursday, May 28, 2026

6:30 PM

Venue 1842

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<b>Presiding</b>	1 – Ginny Welch
<b>Present</b>	7 – Member Samaria Cate, Member Missy Dours, Alternate Helena Fregia, Vice Chair Christian Martinez, Member Sharon Montgomery, Member Teresa L. Webster, and Alternate Pat Steed
<b>Staff</b>	2 – Maria Minter, Parks and Recreation Deputy Director and Kim Jolly Chapman, Parks Coordinator

#### **A. CALL TO ORDER**

The meeting was called to order by Chair Ginny Welch 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 citizen comments.

#### **C. AGENDA ITEMS**

**26-325 Consider approval of the April 23, 2026 meeting minutes; and take appropriate action.**

Member Teresa L. Webster moved the minutes of the April 23, 2026, Board minutes be approved as written. Member Missy Dours seconded. Motion carried by the following vote:

Aye 7 – Member Samaria Cate, Member Missy Dours, Alternate Helena Fregia, Vice Chair Christian Martinez, Member Sharon Montgomery, Member Teresa L. Webster, and Alternate Pat Steed

**26-326 Discuss Historical Park and Venue 1842 Operations.**

Parks and Recreation Deputy Director, Maria Minter provided an update on current Historical Park and Venue 1842 operations.

The Administrative Assistant position for the Historical Park/Venue 1842 is currently open with applications being accepted.

Maria said the Request for Proposal (RFP) for the contract Venue 1842 consultant position is open, submissions currently being accepted, and will close on June 8. Member Samaria Cate asked who will be responsible for operating the facility? Member Missy Dours asked if it would be a full-time employee? Maria's response was the contract position will be responsible.

As updates on direction for the Historical Park and Venue 1842 become available staff will pass those on to the Board.

**26-328 Review and discuss edits to the Docent and Stewards Manual.**

A copy of the Docent and Stewards Manual was included in the March Board packet. Chair Ginny Welch left her edits with Parks Coordinator, Kim Jolly Chapman. Members Samara Cate and Teresa L. Webster submitted edits at a previous meeting. Teresa pointed out it might be helpful to add information on obtaining a costume and why items are "no touch" due the professional cleaning done in some structures. Staff will compile the edits and bring them to the June Board meeting.

**26-329 Receive Sub-Committee updates.**

The Historical Park Board has three established sub-committees:

- Farmers Branch Keenan Cemetery  
Chair Ginny Welch coordinated with the Boys Scouts to place flags on veteran's graves at the cemetery for Memorial Day. Ginny mentioned the volunteers cleaned the mud off the flags while picking them up after the holiday.
- Fundraising
- STEPS

Parks and Recreation Deputy Director, Maria Minter explained the Arts & Culture Committee uses a Plan of Work to establish sub-committees, if needed. The Plan of Work follows the calendar year and allows projects to be set based on the City's Strategic Plan. Maria suggested the Historical Preservation and Restoration Board might want to use the same process.

Chair Ginny Welch attended the events sub-committee meeting after the Gateway to the Globe event.

**26-330 Discuss Sub-Committees and Sub-Committees' roles.**

This item was tabled based on discussion during item # 26-329, Receive Sub-Committee updates.

**26-331 Receive an update on Marsh Cemetery.**

Chair Ginny Welch noted the cemetery had been mowed. Member Samaria Cate mentioned there is no fence around the cemetery. Parks and Recreation Deputy Director, Maria Minter stated the cemetery is privately owned and is on private property, the City has no jurisdiction. Residents and Board members may reach out personally to the cemetery's contact. Member Teresa L. Webster mentioned the current owner has no plans to leave it to anyone. Member Missy Dours replied, it will go to the state, and the state will reach out to the City/City Council.

**26-332 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch.**

Chair Ginny Welch, Member Teresa L. Webster, and Alternate Pat Steed assisted the Boy Scouts with putting out flags at the Farmers Branch Keenan Cemetery for the Memorial Day holiday.

Member Samaria Cate asked if Girls Make History Camp would still be aligned with the Recreation Center's timeline for camps in 2027. Parks and Recreation Deputy Director, Maria Minter, noted that it would.

**26-333 Discuss agenda items for future Historical Park and Restoration Board meetings.**

Plan of Work to include the City's Strategic Plan.

Definition of Sub-Committee.

Log Culture Area update regarding condition of the logs being stored.

**D. ADJOURNMENT**

Chair Ginny Welch adjourned the meeting at 7:09 PM.

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Chair

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Secretary