City of Farmers Branch
Meeting Agenda
Historical Preservation & Restoration Board

Thursday, February 27, 2020
6:30 PM
Dodson House

Dinner to be held at 6:00 PM in the Dodson House
Meeting to be held at 6:30 PM in the Dodson House

A. AGENDA ITEMS

A.1 Call to order.
A.2 Introduction of Historical Park staff.
A.3 Consider approval of minutes from the January 23, 2020 Board meeting; and take appropriate action.
A.4 Consider excusing the absence of Melissa Dours from the January 23, 2020 Board meeting; and take appropriate action.
A.5 Receive an update on the Barn Project.
A.7 Discuss the Sunset Review as it relates to the Historical Preservation and Restoration Board; and take appropriate action.
A.8 Receive committee updates; and take appropriate action.
   - StEPs
   - Fundraising
A.9 Review and approve Strategic Plan; and take appropriate action.
A.10 Receive and discuss the Calendar of Events.
A.11 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch; and take appropriate action.
A.12 Discuss agenda items for future Historical Preservation & Restoration Board meetings; and take appropriate action.
B. **CITIZEN COMMENTS**

This agenda item provides an opportunity for citizens to address the Historical Preservation and Restoration Board on any matter that is not posted on the agenda. Anyone wishing to address the Historical Preservation and Restoration Board should complete a Citizen Comments Registration Form and submit it to the Chairman 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 Historical Preservation and Restoration Board is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Historical Preservation and Restoration Board may have the item placed on a future agenda for action; refer the item to the Board Liaison for further study or action; briefly state existing City policy; or provide a brief statement of factual information in response to the inquiry.

C. **ADJOURNMENT**

Farmers Branch Historical Park is wheelchair accessible. Specially marked parking spaces are located in the parking area off Farmers Branch Lane. The Dodson House is accessible on the north side of the house. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

**Certification**

I certify that the above notice of this meeting was posted 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

City Administration

Stamp: [Image]

Posted By: Sara Egan

Posted Date: 2/21/2020

City of Farmers Branch
TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Historical Park Staff

Hillary Kidd, Historical Park Manager, will introduce current staff and provide brief description of their roll at the Park during the meeting.
City of Farmers Branch
Minutes
Historical Preservation & Restoration Board

Thursday, January 23, 2020

Meeting held at 6:30 PM at the Dodson House Main Room

Presiding: Chair Ann Christman
Present: Carol Dingman, William Frome, Johannes Hylkema, Kay Lynn Lyon, Danielle, Neumeyer, Bill Stolp, and Warren Wetzel
Absent: Melissa Dours
Staff: Mike Mashburn, Parks and Recreation Director

A. AGENDA ITEMS

A.1 Call to order.

Meeting was called to order at 6:30 pm.

A.2 Approval of minutes from the November 14, 2019 Board meeting; and take appropriate action.

Johannes Hylkema moved to accept the minutes as presented. Warren Wetzel seconded. Motion carried unanimously.

A.3 Consider excusing the absence of Melissa Dours and Warren Wetzel from the November 14, 2019 Board meeting, and take appropriate action.

Danielle Neumeyer moved to excuse the absences. Kay Lynn Lyon seconded. Motion carried unanimously.

A.4 Received an update on the Barn Project; and take appropriate action.

Mike Mashburn provided an update on the Barn Project. There is a concern over the location of the barn in the 100 year / 500 year floodplain. As a result, there are two options to move phase two of the building or elevate the entire structure four feet. It is in the best interest to pivot phase two to the other side of the building along the fence line. Renderings of this new placement to be provided at the next meeting, if available. New design plans will be presented to the Barn subcommittee prior to going before the Board.
A.5 Discuss Historical Park Quarterly Report: Year End; and take appropriate action.

The Year End report was provided in the Board packet. Mike Mashburn reviewed the Year End Report. Overall positive marks. Revenue is up 120% for the last year. There have been great successes with the Girl Scout Programs. Rental Revenue is up, mostly due to the Church now being ready for rentals. The Parks and Recreation Department is looking to market the use of the Historical Park more for rentals. Expenditures have increased, but that is due to the increase in Park Programming. Attendance in the park has increased overall.

A.6 Discuss 2020 Calendar updates; and take appropriate action

The 2020 Calendar was provided in the Board packet. Mike Mashburn reviewed the calendar. It was noted that Hillary Kidd, Historical Park Manager, would be taking primary role as staff representative at future meetings.

A.7 Receive committee updates; and take appropriate action.

- StiEPs
- Fundraising

StiEPs
Bill Stolp provided the update on StiEPs. Bill discussed the five certificates already awarded to the Historical Park. The latest certificate was silver for Stewardship and Historical Structures & Landscape. To earn gold for Section One, the completed Strategic Plan will need to be provided. On Nov 7, the committee went through Section Five – Stewardship with Hillary Kidd and Kim Jolly Chapman. Section Six - Management has been started but will need additional input from Hillary. Collections is on hold as it will be best to wait until the Historical Park’s Curator is available. The next meeting is TBD.

Strategic Plan
At the November meeting, the Strategic Plan was presented with comments from Hillary Kidd and the representative from the Texas Historical Commission. This Strategic Plan is not the ideal format for using as part of the StiEPs program, however, this format was created by City Council. Bill Stolp consolidated the comments and the final draft of the Strategic Plan, which is ready to review. The goal now is to get the document in front of City Council to approve. There was much discussion over the Strategic Plan being too detailed, and the potential for City Council to reject. Most of the discussion covered the request to include funds to hire a fundraising person. This Plan represents the Historical Park Board’s goals they would like to see accomplished in the next five to ten years. The committee is looking into removing the Staff section of the Strategic Plan, knowing this Plan is an evolving document. City Council has their meeting on February 18 and retreat on Feb 19 an ideal time for them to review the Plan. However, due to other agenda items the Plan may not even make the discussion. The decision was made to not vote on the Plan at this meeting. An updated version of the Plan will be created and sent to the Board prior to the February Board meeting so that all feedback and comments are presented to the Strategic Plan sub-committee prior to the Board meeting.

Fundraising
Johannes Hylkema mentioned that the board of the Friends of the Historical Park would have their meeting in February to discuss joint fundraising. This meeting is not for the Historical Preservation and Restoration Board, but specific to the Friends of the Park members.

A.8 Receive and discuss Calendar of Events
A copy of the Calendar of Events was included in the Board packet. Mike Mashburn provided the update on the Calendar of Events. It was re-announced that the Park received the DFW Director Association Award for the Laura Ingalls Wilder programming. This is the eighth award for the department. Warren Wetzel mentioned that the December event at the Arboretum would be a great model to emulate for our Historical Park. It will be added to the August agenda to discuss Fall/Christmas Events.

A.9. Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch; and take appropriate action.

Carol Dingman would like to note that this year's Christmas exhibit tour was better facilitated and led by more informed docents than from the previous year. Johannes Hylkema thought the A Dickens of a Dinner experience was outstanding.

A.10 Discuss agenda items for future Historical Preservation & Restoration Board meetings; and take appropriate action.

Carol Dingman brought up the MLK Parade in Carrollton, and the request to gather oral history from residents. Another future event tailored to the Historical Park would be to expand the cemetery tours. Bill Stolp inquired on the status of Santa Fe Days moving from its closed location in Carrollton to Farmers Branch. Mike Mashburn mentioned that the organizers were contacted, but there has been no reply from them since.

B. ADJOURNMENT
Warren Wetzel moved to adjourn the meeting. Johannes Hylkema seconded. Motion carried unanimously.

The meeting adjourned at 7:48 p.m.

__________________________________________
Chair

__________________________________________
Recording Secretary
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Board Attendance

Consider excusing the absence of Board members Melissa Dours from the January 23, 2020 Board meeting.

Adhering to the Attendance Policy under the Ethics Policy City Council has adopted, the Historical Preservation and Restoration Board shall decide by vote at this meeting whether Melissa Dour’s absence was for good cause or not.

As a matter of practice, the Board has excused the absence of a Board member when a member has a pre-notified excusable absence. By excusing the absence, the Board member is not penalized with using one of three unexcused absences allowed in the Charter.

Actions:
1) Motion to approve the excused absence of Melissa Dours from the January 23, 2020 Board meeting.
2) Motion to deny approval of the excused absence of Melissa Dours from the January 23, 2020 Board meeting.
3) Motion to modify to meet the needs of the Board.
4) Motion to table the issue for further study or take no action.
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
    Members of Historical Preservation &
    Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Barn Project Update

Staff will be present to give an update on the most recent developments as they relate
to the Barn Project.
Historical Park

The new format of the quarterly report reflects year-to-date totals. The City's fiscal year runs October through September. This report includes the October through December 2019 time period. Numbers have not been audited and are subject to adjustment.

Revenue

YTD Overall Revenue

The year-to-date revenue totals for the first quarter of FY 19/20 have increased by 271% compared to last year. FY 19/20 year-to-date revenue was $64,343.74 while FY 18/19 was $17,339.65; an increase of $47,004.09. The overall revenue increase for the first quarter is due in part to special events (Bloomin' Bluegrass Festival and Halloween in the Park), an increase in programming, specifically Girl Scout Badge Workshops and Fall Family Mini Sessions, and 11 additional school tours for the quarter.
The first quarter rental revenue for FY 19/20 totaled $6,404.29, compared to $5,382.97 in the first quarter of FY 18/19; an increase of 19% or $1,021.32. There were several additional wedding and memorial service rentals for December 2019 that contributed to the overall increase.

The first quarter of FY 19/20 saw a total of $57,939.45 in “other revenue” compared to $11,956.68 in the first quarter of FY 18/19; an increase of 384.57% or $45,982.77. The tremendous increase can be attributed to special events (Bloomin’ Bluegrass Festival and Halloween in the Park) classes/workshops (8 Girl Scout Badge Workshops & Chocolate Making Workshop), programs (Park After Dark: Paranormal, Day of the Dead Celebration, Laura Ingalls Wilder, Dicken’s of a Dinner, & Christmas Teas), and 11 school tours.
The Historical Park had an increase of 18.48% or $33,969.30 in expenses in the first quarter of FY 19/20; $217,698.93 in expenditures compared to $183,729.63 in the first quarter of FY 18/19. The increase in expenditures is attributed in part to the numerous new programs, events, and classes being offered, an increase in grounds maintenance and watering, purchasing of costumes, plates, glassware (stemless wine and goblets) for programming use, an ad in the 2020 Texas Lakes Trail Region map, and the addition of a full-time Historical Park Manager position. Also included are general expenditures of personnel salary and benefits; collections care and exhibit supplies; class, program, and event supplies; facility maintenance and supplies; grounds maintenance and supplies; furniture and fixtures; utilities, marketing, and printing.

Summary

The year-to-date revenue totals for the first quarter of FY 19/20 have increased by $47,000 or 271% compared to last year. The tremendous increase in revenue is due in part to adding more programs, classes, and events at the Historical Park. For the first quarter, we had the special events, Bloomin' Bluegrass Festival and Halloween in the Park, but also added 8 SOLD OUT Girl Scout Badge Workshops, a SOLD OUT Chocolate Making Workshop, Park After Dark: Paranormal, Day of the Dead Celebration, Laura Ingalls Wilder, Dicken’s of a Dinner, 4 Christmas Teas, and 11 school tours. Expenses had a marginal increase of 18% and this is partially attributed to overall operating expenditures, as well as offering numerous new programs and classes, an increase in grounds maintenance and watering, additional marketing materials, and the addition of a full-time Historical Park Manager position.
MEMORANDUM

PARKS & RECREATION

TO: Ann Christman, Board Chair
Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Sunset Review

Every five years, City Ordinance No. 3563 requires that the different Boards are reviewed by City Council to go over their:

Foundation - Mission/Vision/Alignment
Structure - Meetings/Attendance/Training Compliance
Function - Recommendations and Public Outreach

On May 13 at noon, during the Quarterly Chair Lunch in the Study Session room, the Board Chair will inform the City Council how the Historical Preservation and Restoration Board is fulfilling these roles.
StEPs Committee Report
From Bill Stolp

The StEPs committee will review each section to compile lists of information/documentation needed to complete the requirements.

The lists will be submitted to Hillary Kidd and Mike Mashburn.
Fundraising Committee Update
From Johannes Hylkema

Chairman: Johannes Hylkema

On February 5, 2020, a meeting of the Friends of the Historical Park Board was held. The issue of fundraising was brought before the Board with the following results:

The Friends are happy to work with the Historical Preservation and Restoration Board to support the Park.

The Friends do not want to change their mission and become fundraisers.

The Friends do not want to share or change the status of the 501(c)3.

The Friends do not want to change or modify their present structure or membership guidelines.

The Fundraising Committee will meet again in the next week or so to refocus the direction regarding the raising of funds to support the Park.
MEMORANDUM
PARKS & RECREATION

TO: Ann Christman, Board Chair
    Members of Historical Preservation &
    Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Strategic Plan

This item was placed on the agenda at the request of the Board Chair, Ann Christman.
The Branch Connection

DECEMBER 2019
- Monthly Breakfast 12/2
- Evening Texas Hold ‘em Tournament 12/3
- Trivia Tuesday 12/10
- Texas Hold ‘em Tournament 12/12
- Connection Karaoke 12/17
- Birthday Luncheon 12/18
- Monday Night Dance 12/2, 12/9, 12/16 and 12/30
- Cruisin’ Cuisine Trip to Rodeo Goat 12/19

JANUARY 2020
- The Branch Connection closed January 1
- Monthly Breakfast 1/6
- Beyond a Kegel: Pelvis Floor Strengthening 1/6-2/10
- Groovy Tie-Dye Workshop 1/7
- Evening Beginner Bridge Lessons 1/7-2/25
- Evening Texas Hold ‘em Tournament 1/7
- Cookin’ Club: Retro Recipes from the 1960’s 1/8
- Valentine Show 2/14
- Trivia Tuesday 1/14
- Top 100 Plants for North Texas Talk 1/15
- Birthday Luncheon 1/15
- Absolute Beginner Line Dancing Lessons 1/15-3/25
- Texas Hold ‘em Tournament 1/16
- Texas Hold’em Tournament 1/16
- Rock Music Jam 1/18
- Old Time Acoustic Music Jam 1/18
- Silver & Gold Soiree: 20th Anniversary Celebration 1/18
- Monday Night Dance, 1/6, 1/13, 1/20 and 1/27
- Connection Karaoke 1/21
- Movie Time: Instant Family 1/27
- Cruisin’ Cuisine Trip to Bubba’s Cooks Country 1/16

FEBRUARY 2020
- Super Bowl Party, 2/2
- Monthly Breakfast 2/3
- Evening Texas Hold ‘em 2/4
- Trivia Tuesday 2/11
- Cookin’ Club: Soup-er Bowl (Soups & Stews) 2/12
- Rock Music Jam 2/15
- Connection Karaoke 2/18
- Japanese Maples in the Shade Garden Talk 2/19
- Birthday Luncheon 2/19
- Cruisin’ Cuisine Trip to Kenny’s East Coast Pizza 2/20
- Texas Hold’em Tournament 2/20
- Old Time Acoustic Music Jam 2/22
- The Not-So-Newlywed Game 2/27

MARCH 2020
- Monday Night Dance 2/3, 2/10, 2/17 and 2/24

Community Recreation Center & Athletics

DECEMBER 2019
- Game and Practice Fields Closed, 12/1-31
- Daddy Daughter Dance Ticket Sales Begin, 12/1
- Howliday Pawty & Christmas Open House, 12/6
- Embroidery Christmas Ornaments Class, 12/7, 12/14
- Santa Makes House Calls, 12/13-12/24
- Pancakes and Pajamas, 12/14
- Kids Night Out, 12/14
- Holiday Craze, 12/23, 12/26-31

JANUARY 2020
- Flex Into The New Year Scan In Challenge, 01/1 – 01/31
- Holiday Craze, 1/2, 1/3, 1/6
- CFB/ISD Winter Invitational Soccer Tournament 1/2-4
- Kids Night Out, 01/18
- RLT First Home Soccer Game, 1/31

FEBRUARY 2020
- Daddy Daughter Dance, 2/1
- CFB/ISD First Spring Game, 2/8
- Valentines Glow Party, 2/14
- Kids Night Out, 02/15
- CFB/ISD Tournament of Champions (Softball), 2/20-22

MARCH 2020
- SFP Resident Registration Begins, 3/2
St. Pawtrick’s Day Pawty, 3/6
Holiday Craze, 3/9-13
CFBGSL Spring Season Begins, 3/11
CFBBA Spring Season Begins, 3/16
CFBBA Opening Day Parade, 3/21

Aquatics Center

DECEMBER 2019
Pop Fitness 12/21
Lifeguard Training Course 12/21 – 12/23
Lifeguard Training Course 12/26 – 12/28

JANUARY 2020
Dive in Movie January 3
Water Safety Instructor Course 1/4 – 1/5
Lifeguard Training Course 1/17 – 1/19
Pop Up Fitness 1/18

FEBRUARY 2020
Lifeguard Training Course 2/14 – 2/16
Pop Up Fitness 2/15
Hoppy Hour 2/22
Leap to a New You 2/29

MARCH 2020
Lifeguard Training Course 3/9 – 3/11
Lifeguard Training Course 3/13 – 3/15
Easter Egg Splash 3/28

Historical Park

DECEMBER 2019
Park Closed, 12/1, 12/8, 12/15, 12/22, 12/24, 12/25 & 12/29
School Tour, 12/5
First Friday: Bah Humbug!, 12/6
Christmas Exhibit Tours, 12/6, 12/7, 12/13, 12/14, 12/20 & 12/21
Christmas Teas, 12/7 & 12/14
Reservation, 12/12 & 12/21
A Dickens of A Dinner, 12/13
Clock Strikes Noon, 12/27

JANUARY 2020
Park Closed, 1/1, 1/5, 1/12, 1/19 & 1/26
First Friday: Planes, Trains, and Automobiles, 1/3
Girl Scout All Ages Art Badge Workshop, 1/20

HeARTs and Crafts, 1/20
Bird Walk, 1/25
Home Depot Workshop, 1/25

FEBRUARY 2020
Park Closed, 2/2, 2/9, 2/16 & 2/23
Camping Under the Stars Registration Opens, 2/3
First Friday: A Historical Park Valentine, 2/7
Bird Walk: Bird Counting 101, 2/8
Strolling Through Shakespeare, 2/13
Girl Scout All Ages World Thinking Day Patch Workshop, 2/17
Celebrate Girl Scout World Thinking Day, 2/22

MARCH 2020
First Friday, 3/6
Mad Hatter Tea, 3/7
Reservation, 3/7
Park Closing at 6 PM, 3/8
School Tour, 3/9 & 3/25
Girl Scout Birthday Bash, 3/12
Girl Scout She-roes, 3/19
Vintage Base Ball Practice, 3/26
Camping Under the Stars, 3/27-3/28

Special Events

DECEMBER 2019
Skating Under The Stars – 11/29 through 1/17/2020
Christmas Tree Lighting & Holiday Market – 12/7
Holiday Market at The Grove – 12/14
Holiday Market at The Grove – 12/21

JANUARY 2020
Skating Under The Stars – continues through 1/17

FEBRUARY 2020
N/A

MARCH 2020
N/A
CALENDAR OF EVENTS
PARKS AND RECREATION
DECEMBER 2019 – MARCH 2020

Parks

JANUARY 2020
The Joy of Bird Feeding, 1/14
Outstanding Plants for North Central Texas, 1/21
Riparian Plants, 1/28

FEBRUARY 2020
CSI: Landscape Unit, 2/8
Sensational Succulents, 2/11
Rose Pruning, 2/22

MARCH 2020
N/A

Parks and Recreation Performance Management:
http://farmersbranchtx.gov/1075/Parks-Recreation
MEMORANDUM
PARKS & RECREATION

TO:   Ann Christman, Board Chair
      Members of Historical Preservation & Restoration Board

FROM: Mike Mashburn, Parks and Recreation Director

DATE: February 24, 2020

SUBJECT: Report from Board Members

This agenda item is to allow Board members the opportunity to discuss any park, program, event, or facility they have attended since the last meeting and offer any feedback they may have.

This information will help us continually improve on our services to residents.
MEMORANDUM
PARKS & RECREATION

TO:    Ann Christman, Board Chair
       Members of Historical Preservation & Restoration Board
FROM:  Mike Mashburn, Parks and Recreation Director
DATE:  February 24, 2020

SUBJECT: Future Meetings

This item was placed on the agenda so that Board Members have an opportunity to recommend topics they would like discussed at future meetings. This will be a regular item listed on the agenda at all future meetings.