



City of Colleyville Historical Preservation Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Thursday, November 10, 2016
6:30 p.m.

City Manager's Conference Room
Third Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2a September 15, 2016

3. REGULAR AGENDA ITEMS

3a Review and discussion of the Historical Preservation Committee Bylaws

3b Election of a Committee Chair and Vice Chair

4. PRESENTATION AND DISCUSSION

4a Hometown Heroes ceremony

4b Bidault House

4c Fitzgerald historical collection

4d Colleyville history education

4e Discussion of future projects and interests

4f 2017 meeting dates

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards on Friday, November 4, 2016 by 5:00 p.m.

James Hubbard
Assistant to the City Manager

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Executive Secretary at least 48 hours in advance at 817.503.1110, and reasonable accommodations will be made to assist you.



City of Colleyville Historical Preservation Committee DRAFT - MINUTES

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Thursday, September 15, 2016
6:30 p.m.

City Manager's Conference Room
Third Floor – City Hall

Gigi Walker called the Historical Preservation Committee meeting to order on September 15, 2016 at 6:31 p.m.

ROLL CALL: Committee members George Bond, Joe Deupree, Marilyn Keith, Walt Mills, Jeffrey Moschel, Cynthia Phillips, Gigi Walker, and Gerald Ward were present.

Gerald Ward entered the meeting at approximately 6:40 p.m.

Assistant to the City Manager James Hubbard was also present.

2. APPROVAL OF MINUTES

April 14, 2016

Committee member Jeffrey Moschel made a motion to approve the April 14, 2016, meeting minutes. Committee member Joe Deupree seconded. All approved by acclamation.

3. REGULAR AGENDA ITEMS

3a Discussion of the Hometown Hero program and current nominations

Assistant to the City Manager James Hubbard requested an update on the status of a nomination for Patsy and Herman Smith as Colleyville Hometown Heroes. The Committee stated that the Hometown Hero Subcommittee met and approved the nomination of the Smith's as Hometown Heroes. Hubbard stated that he would contact Ms. Smith to schedule a date for the ceremony and coordinate with the Committee members accordingly.

Hubbard asked the Committee if they felt that the existing nomination process and criteria was adequate. He suggested that defining additional criteria may be something that the Committee would like to consider. The Committee was not opposed to considering reviewing/revising the criteria, but stated that no "red flags" were apparent in the current process. Joe Dupree stated that the Hometown Hero program is not a "popularity contest" suggesting that more objective criteria may be helpful. He also stated that based on the low number of nominations received that the review subcommittee could continue to use sound judgment and discretion evaluating nominations.

3b Discussion of progress on the Bidault House and future plans for the property

Assistant to the City Manager James Hubbard briefed the Committee on the status of the exterior restoration work at the Bidault House. He stated that all of the work contracted to Castro Roofing, Inc. was completed, with the exception of the installation of sod in the location of the garage that was demolished. Hubbard stated that the Parks Department would be performing tree maintenance on the Bidault House property this fall. Marilyn Keith stated that something should be done on the property to prevent rain events from splashing dirt/mud on the exterior of the structure requiring more frequent cleaning. Suggestions included the installation of gutters or appropriate landscaping to cover the existing dirt. Gigi Walker and Cynthia Phillips expressed that as gutters were not original to the structure that they may not be the best option. Hubbard stated that he would follow-up with the Parks Department to mention that sod may be necessary at other locations on the property to keep the house clean.

Hubbard mentioned that on November 11, 2015 the City Council is scheduled to hold a worksession regarding the Citizen Survey. Hubbard sought the Committee's thoughts on suggesting to the City Council that questions related the future of the Bidault House could be included in the citywide survey, as opposed to conducting a standalone survey. This suggestion was made as historically the citizen survey has garnered a much greater response rate than standalone surveys, such as the one conducted for community gardens.

The Committee was open to the idea of suggesting this to the City Council, but would like to have input to the questions that may be included. The Committee expressed that the community most likely needs to be educated on the Bidault House before being surveyed about its future uses and importance to the community. The Committee desires for the survey process to generate interest in and support for the preservation of the Bidault House.

3c Discussion of the Fitzgerald historical collection

Assistant to the City Manager James Hubbard requested an update on the Committee's visit to the Fitzgerald property on April 4, 2016. The Committee stated that the visit was conducted and Mr. Fitzgerald gave the Committee a tour of his personal collection of historical artifacts pertinent to Colleyville. The Committee stated that the collection includes items ranging from farm implements to an organ and small/delicate items.

The Committee expressed a strong interest in the City taking action to preserve the collection should the Fitzgerald family come to an agreement with the City to house and display the items. Sites for the storage and display were discussed and

included the "display barn" at McPherson Park, the Webb House, and the Bidault House. The Committee expressed that it would be most desirable to keep the collection together on one site so that it could serve to attract visitors. Walt Mills suggested that due to the nature of some of the items, especially those that are small and delicate, supervision of the collection would be needed.

3d Colleyville history education

Assistant to the City Manager James Hubbard requested an update on this effort. The Committee stated that it included an effort by Louis Miller to have statues placed in Colleyville parks. As Louis Miller was not present at the meeting, it was decided to wait for an update regarding the statues from him at a later meeting.

Joe Deupree suggested that a Colleyville history presentation could be prepared and presented at local schools to promote the history and heritage of Colleyville. Mr. Deupree showed the Committee a brief sample presentation of his thoughts and the committee expressed an interest in such an outreach.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizens present to comment or present.

5. ADJOURNMENT

The Historical Preservation Committee meeting adjourned at 7:20 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE ____ DAY OF _____ 201_.

Minutes taken and prepared by:

James Hubbard
Assistant to the City Manager

HISTORICAL PRESERVATION COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Historical Preservation Committee was established by the City Council of Colleyville, Texas, by Resolution R-95-1126 on June 20, 1995. The purpose of the Historical Preservation Committee is to identify, collect, and preserve information, artifacts, and sites relevant to Colleyville's history.

ARTICLE II – Membership

- 2.1 The Historical Preservation Committee shall consist of ten (10) members who shall be appointed by the City Council for a two-year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Historical Preservation Committee shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Historical Preservation Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Historical Preservation Committee shall be the Chair and the Vice Chair.
- 3.2 The Historical Preservation Committee shall elect the Chair and Vice Chair from among the members annually. The officers shall serve two-year terms or until a successor is elected.

- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 In the event of resignation or incapacity of the Vice Chair the members of the Historical Committee would elect an interim Chair and Vice-Chair for the unexpired portion of the term.
- 3.5 Staff liaison shall take minutes of the meeting and provide those meetings to the city secretary for appropriate archiving.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held on a quarterly basis on the second Thursday, at 6:30 p.m. in the City Manager's Conference Room. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the staff liaison by noon of the meeting day.
- 4.3 A majority of the Historical Preservation Committee shall constitute a quorum to conduct business of the Historical Preservation Committee. The act of the Historical Preservation Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Historical Preservation Committee.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's website 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website, and distributed to each member 72 hours prior to a meeting.
- 4.5 Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Historical Preservation Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.

- 4.9 The Historical Preservation Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Historical Preservation Committee acts in an advisory capacity to the City Council in all matters pertaining to the preservation of Colleyville's history, up to and including: developing and recommending a plan to identify, collect and preserve information, artifacts, and sites; recommending a permanent and publicly accessible location for the display of such historical materials; and recommending ways in which the City can make the public aware of the people, places, and events that represent the history of Colleyville.
- 5.2 Cooperate with City boards, commissions and committees, other governmental agencies, civic groups, and all citizens of the City in the preservation of Colleyville's history.
- 5.3 The Historical Preservation Committee members shall acknowledge familiarity with the Colleyville City Charter and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.4 The Historical Preservation Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office, or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.