



City of Colleyville Historical Preservation Committee Agenda

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

Thursday, February 9, 2017
6:30 p.m.

City Manager's Conference Room
Third Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

November 10, 2016

3. REGULAR AGENDA ITEMS

3a Proposed Amendment to the Historical Preservation Committee Bylaws

4. PRESENTATION AND DISCUSSION

4a Hometown Hero Ceremony - Herman and Patsy Smith

4b Fitzgerald Historical Collection

4c Bidault House

4d Colleyville History Education

5. REPORTS

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

7. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards on Friday, February 3, 2017, 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, November 10, 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 November 10, 2016 at 6:30 p.m.

ROLL CALL: Committee members George Bond, Marilyn Keith, Walt Mills, Jeffrey Moschel, Cynthia Phillips, Gigi Walker, Nelson Thibodeaux, and Ryan Moore were present.

Assistant to the City Manager James Hubbard was also present.

2. APPROVAL OF MINUTES September 15, 2016

Chair Gigi Walker corrected an error in paragraph two of agenda item 3b. The date "2015" was updated to "2016".

Committee member Jeffrey Moschel made a motion to approve the September 15, 2016, meeting minutes with the above mentioned correction. Committee member Cynthia Phillips seconded. All approved by acclamation.

3. REGULAR AGENDA ITEMS

3a Review and discussion of the Historical Preservation Committee Bylaws

The Committee reviewed the Historical Preservation Committee Bylaws. Mr. Hubbard called attention to a discrepancy in Article III section 3.2, which calls for the election of the Chair and Vice Chair annually, but stated that they shall serve two-year terms. The Committee agreed that this should be updated to reflect a one-year term.

Mr. Hubbard stated that the Committee would formally vote on this amendment at the next meeting to ensure that Article VI section 6.1 would be followed.

3b Election of Committee Chair and Vice Chair

Cynthia Phillips made a motion to elect Gigi Walker as the Chair. The motion was seconded by Jeffrey Moschel. The Committee unanimously approved Ms. Walker as the Chair.

Walt Mills made a motion to elect Cynthia Phillips as the Vice Chair. The motion was seconded by Gigi Walker. The Committee unanimously approved Ms. Phillips as the Vice Chair.

4. PRESENTATION AND DISCUSSION

4a Hometown Heroes ceremony

The Committee discussed the scheduling of a ceremony to recognize Herman and Patsy Smith as Colleyville Hometown Heroes. Mr. Hubbard stated that he had made contact with Mrs. Smith and that they had agreed to attempt to schedule a date in the spring of 2017 for the ceremony.

The Committee reviewed draft language for the plaque that would be created and installed at Heroes Park. The Committee made no formal recommendations to change the proposed plaque language.

4b Bidault House

The Committee's discussion centered on determining the goals of the citizens and the City Council in preserving the house and property. Committee member Thibodeaux expressed an interest in obtaining a comprehensive estimate to make interior renovations. The Committee unanimously agreed that an estimate would be necessary for the project to be considered in the annual budget process. The Committee stated that the estimate should target making the interior usable/functional, not being restored to a period correct state.

4c Fitzgerald historical collection

The Committee discussed how the City could play a role in preserving the integrity of the Fitzgerald historical collection to include an agreement for the City to maintain/display the items at a date in the future.

Committee member Keith suggested that the collection could be displayed at the Senior Center with the senior center members acting as docents.

Committee member Thibodeaux stated that Mr. Fitzgerald is expecting an agreement for the City's right to maintain/display the collection. He also stated that it would be a great idea for Mr. Fitzgerald to record a narrative and catalog the pieces in the collection. Vice Chair Phillips mentioned that local universities have a program through the State to document historical items as part of a PhD program.

Committee member Thibodeaux stated that the first step in preserving the collection would be to present Mr. Fitzgerald with an agreement. He asked Chair Walker for authority to work directly with the Mayor, Mr. Hubbard, and Mr. Fitzgerald to develop an agreement and Chair Walker agreed.

4d Colleyville history education

The committee discussed the importance of developing a program to provide historical education to the community. As Committee member Deupree was absent, the Committee agreed to discuss this more at the next meeting.

A suggestion was also made to start including periodic historical information in the City's communication initiatives.

4e Discussion of future projects and interests

Committee member Thibodeaux made a suggestion to enlarge and frame historical pictures with significance to Colleyville for display in City Hall. The Committee unanimously supported this idea. Assistant to the City Manager Hubbard stated that a funding source for this initiative would need to be identified or budgeted.

Chair Gigi Walker stated that that the Committee should increase its participation at City events. One such event that was considered was the annual BBQ event held on Riverwalk Drive. Committee member Thibodeaux stated that in the past Mr. Fitzgerald had brought historical artifacts to events for display.

4f 2017 meeting dates

The Committee agreed to meet on the following dates in 2017:

- February 9
- May 11
- August 10
- November 9

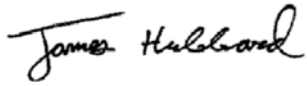
5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizens present to comment or present.

6. ADJOURNMENT

The Historical Preservation Committee meeting adjourned at 7:42 p.m.

Minutes taken and prepared by:

A handwritten signature in black ink that reads "James Hubbard". The signature is written in a cursive style with a large, stylized 'J' and 'H'.

James Hubbard
Assistant to the City Manager



City of Colleyville Historical Preservation Committee Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 02/09/2017	Number
Type Regular Agenda Items		
Department City Manager		
Title		
Proposed Amendment to the Historical Preservation Committee Bylaws		

Strategy Map Connection

Explanation

The purpose of this item is to consider an amendment to section 3.2 of the Historical Preservation Committee Bylaws. The amendment was discussed at the meeting on November 10, 2016.

Attachments

1. HPC Bylaws - Proposed Amendment

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~~ one- 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.