



AGENDA
HISTORICAL PRESERVATION COMMISSION
CITY OF LEANDER, TEXAS

Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday - April 19, 2023 at 5:30 PM



Place 1 – Genny Kercheville
Place 2 – Stephen Cook
Place 3 – Kathy Howell
Place 4 – Kathryn Conrad

Place 5 – Kip Harmon, Vice-Chair
Place 6 – Christina Twing, Chair
Place 7 - Priscilla Sims
Staff Liaison – Dara Crabtree

1. Open Meeting and Roll Call
2. Public Comments on items listed in the agenda.

CONSENT AGENDA: ACTION

3. Approval of minutes for meeting held on March 15, 2023.

REPORTS AND BRIEFINGS

4. CHAIR'S REPORT
 1. Monthly report and update.
5. SUB-COMMITTEE REPORT
 1. Public Education
 2. Website & Social Media
 3. Special Events
 4. Historic Locations
6. STAFF BRIEFINGS
 1. Bryson Farmstead
 2. Davis House

REGULAR AGENDA

7. Discuss and consider action on the creation and purchase of a history theme sticker for distribution at events.
8. Discuss and consider recommendation of possible needs for FY 2024 budget year.

9. **FUTURE AGENDA ITEMS**

This item will provide the Commissioners an opportunity to provide topics they would like placed on a future agenda for discussion.

10. **ADJOURNMENT**

CERTIFICATION

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Historical 13 day of April 2023 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

A handwritten signature in cursive script that reads "Dara Crabtree". The signature is written in dark ink on a light-colored background.

Dara Crabtree, City Secretary



EXECUTIVE SUMMARY
04/19/2023

AGENDA SUBJECT:

Approval of minutes for meeting held on March 15, 2023.

BACKGROUND:

Attached are the minutes for meeting held on March 15, 2023.

PRESENTER:

Dara Crabtree, City Secretary

Attachments

1. Draft Minutes



**MINUTES
HISTORICAL PRESERVATION COMMISSION
CITY OF LEANDER, TEXAS**

Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
March 15, 2023



**Place 1 – Genny Kercheville
Place 2 – Stephen Cook
Place 3 – Kathy Howell
Place 4 – Kathryn Conrad**

**Place 5 – Kip Harmon, Vice-Chair
Place 6 – Christina Twing, Chair
Place 7 - Priscilla Sims
Staff Liaison – Dara Crabtree**

1. Opened meeting at 5:31 p.m. and confirmed a quorum was present with Commissioner Conrad and Vice-Chair Hamon absent.
2. Citizen Comments. No comments.

CONSENT AGENDA: ACTION

Motion by Commissioner Kathy Howell, Seconded by Commissioner Priscilla Sims to approve the minutes for meeting held on February 15, 2023.

Vote: 5 - 0

3. Approval of minutes for meeting held on February 15, 2023.

REGULAR AGENDA

4. Discuss and consider volunteer schedule and responsibilities for Mason Heritage Days being held on March 24-25, 2023.

The schedule of events was shared with Commission; Commissioners Sims and Cook agreed to volunteer Friday night with Commissioner Kercheville and City Secretary Crabtree volunteering on Saturday; Chair Twing will be demonstrating sewing and Commissioner Howell will conduct the house tours, following a discussion.

0. Discuss and consider action on purchase of oral history backpack.

Motion by Commissioner Kathy Howell, Seconded by Commissioner Genny Kercheville to authorize City Secretary Crabtree to purchase a recorder and necessary accessory items for the recorder, cotton gloves, oral history question cards, and backpack.

Vote: 5 - 0

5. Discuss and consider action on the creation and purchase of a history theme sticker for distribution at events.

Motion by Commissioner Kathy Howell, Seconded by Commissioner Priscilla Sims to share the edits as discussed and proceed with purchasing the sticker that receives the majority of votes as first choice.

Vote: 5 - 0

6. Discuss and consider recommendations of including Leander History in the Leander Welcome Packet provided to new residents.

Motion by Commissioner Priscilla Sims, Seconded by Commissioner Kathy Howell to share all three submittals with the Chief of Staff for the Welcome Packet and to allow him to edit as needed.

Vote: 5 - 0

7. **FUTURE AGENDA ITEMS**

This item will provide the Commissioners an opportunity to provide topics they would like placed on a future agenda for discussion.

- Proposed FY 2024 budget needs

8. Adjourned at 6:11 p.m.

APPROVED:

CHAIR

ATTEST:

CITY SECRETARY



EXECUTIVE SUMMARY
04/19/2023

AGENDA SUBJECT:

Discuss and consider action on the creation and purchase of a history theme sticker for distribution at events.

BACKGROUND:

This item will provide the Commissioners to discuss the proposed edits discussed at the last meeting and to select which sticker they wish to be utilized as a handout at events.

PRESENTER:

Dara Crabtree, City Secretary

Attachments

1. Proposed Stickers



EXECUTIVE SUMMARY
04/19/2023

AGENDA SUBJECT:

Discuss and consider recommendation of possible needs for FY 2024 budget year.

BACKGROUND:

Currently, the City Council budgets \$1,000.00 annually for the Historic Preservation Commission. Funds have been used in the past for printing and lamination of library display topics; items for Mason Heritage Days, Old Town Street Festival and Martin Luther King Celebration; tablecloths with Commission name; and most recently oral history backpack items.

The chart below reflects the funds spent for the last three fiscal years.

Fiscal Year	Funds Spent	Fund Balance
2022- 2023	\$214.00	\$786.00
2021-2022	\$992.00	\$8.00
2020-2021	\$154.00	\$846.00

PRESENTER:

Dara Crabtree, City Secretary
