



AGENDA
HISTORICAL PRESERVATION COMMISSION
CITY OF LEANDER, TEXAS

Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday - March 15, 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. Citizen Comments.

CONSENT AGENDA: ACTION

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.
0. Discuss and consider action on purchase of oral history backpack.
5. Discuss and consider action on the creation and purchase of a history theme sticker for distribution at events.
6. Discuss and consider recommendations of including Leander History in the Leander Welcome Packet provided to new residents.
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.
8. **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 Preservation Commission of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 10 day of March 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
03/15/2023

AGENDA SUBJECT:

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

BACKGROUND:

Attached are the minutes for meeting held on February 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
February 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 5:42 p.m. and Roll Call reflected all present with Commissioner Kercheville, Commissioner Cook and Commissioner Conrad absent.
2. Public Comments No one spoke.

CONSENT AGENDA: ACTION

Motion by Commissioner Kathy Howell, Seconded by Commissioner Priscilla Sims to approve the minutes for meeting held on January 18, 2023.

Vote: 4 - 0

3. Approval of minutes for meeting held on January 18, 2023.

REPORTS AND BRIEFINGS

4. CHAIR'S REPORT
 1. Monthly report and update included Mason Heritage Days event is on schedule and will be the March 15, 2023, entire meeting discussion.
5. SUB-COMMITTEE REPORT
 1. Public Education included Commissioner Howell speaking at the library on March 9 at 6:00 p.m.; and had excellent turnout at Wild Fire speaking engagement in Georgetown.
 2. Website & Social Media included currently having over 1700 followers.
 3. Special Events included Mason Heritage Days event on March 24-25.
 4. Historic Locations included working with Mary Cameron to locate cemetery in Travis County; and has narrowed down possible site area from 20 acres to 5 acres.

6. STAFF BRIEFINGS
1. Bryson Farmstead - no update
 2. Davis House - no update
 3. Oral History Backpack included price and recorder set currently on backorder.

REGULAR AGENDA

7. Received presentation of Advisory Board and Commission Reference Book.
8. 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 move this item until the March 15, 2023.

Vote: 4 - 0

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

Motion by Vice-Chair Kip Harmon, Seconded by Commissioner Kathy Howell to add a train, five point star, Leander Historic Preservation and use Leander colors for background.

Vote: 4 - 0

10. Received update on participating with Leander Public Arts and Culture Commission on history theme mural(s).

11. FUTURE AGENDA ITEMS

This item will provide the Commissioners an opportunity to provide topics they would like placed on a future agenda for discussion. None.

12. Adjourned at 6:10 p.m.

APPROVED:

CHAIR

ATTEST:

CITY SECRETARY



EXECUTIVE SUMMARY
03/15/2023

AGENDA SUBJECT:

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



EXECUTIVE SUMMARY
03/15/2023

AGENDA SUBJECT:

Discuss and consider action on purchase of oral history backpack.

BACKGROUND:

This item will provide the Commission to discuss the purchase of an oral history backpack and accessories.

PRESENTER:

Dara Crabtree, City Secretary

Attachments

1. Backpack supply list

Archivist in a Backpack Supply List

Oral History and Archives Kit (Backpack)	
Item	Link
Zoom H1 Bundle with Accessory Pack	https://www.amazon.com/Zoom-Recorder-Bundle-Accessory-Polishing/dp/B01D5E9OEA/ref=sr_1_8?s=electronics&ie=UTF8&qid=1526666717&sr=1-8&keywords=zoom+h1+accessories
MicroSD memory card	https://www.amazon.com/Sandisk-MicroSDHC-Class-Memory-Reader/dp/B004JISIE4
Notepads (set of 3)	https://www.amazon.com/Field-Notes-Kraft-Ruled-3-Pack/dp/B0034KDEMO/ref=sr_1_5?s=office-products&ie=UTF8&qid=1518113396&sr=1-5&keywords=field+notes
Thank You Cards & Envelopes (set of 10)	https://www.target.com/p/10ct-chalk-talk-thank-you-cards-green-inspired/-/A-14299435
Stamps (block of 10)	https://www.usps.com/
Small Backpacks (this is a set of 24)	https://www.amazon.com/Classic-Inch-Backpack-Colors-Case/dp/B00XLN9CH0/ref=cts_ap_1_vtp
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ
Archival Sleeves: 8x10 (3 mil archival polyester L-Sleeves, 8.5 x 10.5: EM0810L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, use a subset for each kit)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690
Archival Acid-Free Folders (100 pack, use a subset for each kit)	https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&psc=1
Cotton Gloves Size Medium (set of 12, include 3 pairs in each kit)	http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483
No. 2 pencils (set of 30, include 2-3 in each kit)	https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpened-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&ie=UTF8&qid=1518110705&sr=1-2-fkmr0&keywords=no2+pencils+bulk
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	https://www.amazon.com/Unicliffe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&ie=UTF8&qid=1526666158&sr=1-4&keywords=keyring+tag
Feedback cards	Created via VistaPrint - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Oral history question cards	See communitydrivenarchives.web.unc.edu for more details. We used moo.com to create a custom set of business cards with common oral history questions



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University of North Carolina at Chapel Hill
*Community-Driven Archives materials are generously supported
by a grant from the Andrew W. Mellon Foundation.*
communitydrivenarchives.web.unc.edu

Archivist in a Backpack Supply List

We purchased the items below for our Year 2 (2018-2019) kits; included are suggestions for the number of certain items to include per kit (e.g., three No. 2 pencils from a bulk order of thirty). Pricing can vary dramatically based on supplier discounts or buying items in bulk. However, each of our kits cost around \$175.

Archives Kit (Roller Bag)

Item	Link
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	https://www.amazon.com/Unicliffe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&ie=UTF8&qid=1526666158&sr=1-4&keywords=keyring+tag
Feedback cards	Created via VistaPrint specifically for our Mellon grant - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Epson Flatbed Scanner (1)	https://www.amazon.com/Epson-Perfection-V39-photo-Scanner/dp/B00SSXQ7Q2
Blank flash cards (set of 100)	https://www.amazon.com/note-cards-post-cards-flash-cards-heavy-weight-acid-free/dp/B00UPV7BE2/ref=sr_1_2?ie=UTF8&qid=1518111053&sr=8-2&keywords=acid%2Bfree%2Bflash&th=1
Hardshell Roller Bags	https://www.amazon.com/AmazonBasics-Hardside-Spinner-Luggage-Carry/dp/B071VG5N9D/ref=sr_1_6?ie=UTF8&qid=1518111846&sr=8-6&keywords=roller+bag
No. 2 pencils (include 3 in each kit)	https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpened-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&ie=UTF8&qid=1518110705&sr=1-2-fkmr0&keywords=no2+pencils+bulk
Portable Storage Lexar Jump Drive (include 1 in each kit)	https://www.staples.com/lexar-jumpdrive-s50-16gb-usb-2-0-flash-drive-2pk/product_2071292
Cotton Gloves Size Medium (include 3 pairs in each kit)	http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483
Artifact tags (100 pack) - part # 58094 - include 10 in each kit	http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-Tyvek%26%23174%3B-Artifact-Tags-%28100-Pack%29/p/HYB01358
Archival Acid-Free Folders (100 pack)	https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&psc=1
Clamshell Box - 10.25 x 15.25 x 3 size (1 per kit)	http://www.gaylord.com/Preservation/Archival-Storage-Boxes/Gaylord-Archival%26%23174%3B-Blue-Grey-Barrier-Board-Clamshell-Box-with-DuraCoat%26%23153%3B-Acrylic-Coating/p/HYB02319
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ
Archival Sleeves: 8x10 (3 mil archival polyester L-Sleeves, 8.5 x 10.5: EM0810L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Archival Sleeves: 12x17 (3 mil archival polyester L-Sleeves, 12.25 x 17.5: EM1217L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, include 10 in each kit)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690



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communitydrivenarchives.web.unc.edu



EXECUTIVE SUMMARY
03/15/2023

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 specifics of what they would like to see on a sticker to be utilized as a handout at events.

Attachments

1. Proposed Stickers

LEANDER HISTORICAL



PRESERVATION COMMISSION





EXECUTIVE SUMMARY
03/15/2023

AGENDA SUBJECT:

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

BACKGROUND:

This item will provide the Commissioners to discuss and make recommendations as to what key history facts and/or locations they would like included in the Leander Welcome Packet.
