AGENDA
HISTORICAL PRESERVATION COMMISSION
CITY OF LEANDER, TEXAS

Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday - November 16, 2022 at 5:30 PM

Place 1 – Genny Kercheville
Place 2 – Stephen Cook
Place 3 – Kathy Howell, Vice-Chair
Place 4 – Kathryn Conrad
Place 5 – Kip Harmon, Chair
Place 6 – Christina Twing
Place 7 - Priscilla Sims
Staff Liaison – Dara Crabtree
Council Liaison - Kathryn Pantalion-Parker

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 October 19, 2022.

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 selection of a Chair and Vice-Chair for a term of one year.

8. Review Board and Commission Rules of Procedures.

9. Discuss and consider action on formally requesting Leanderthal lady historical marker be moved from the current location on US 183.

10. Discuss and consider action to participate in future indigenous people event being hosted by Indigenous Cultures Institute, San Marcos.

11. Discuss and consider action on having a presence at the Williamson County 175th anniversary event being held March 10-11, 2023.

12. Discuss and consider recommendation on collecting family histories.

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

14. 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 November 2022 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Dara Crabtree

Dara Crabtree, City Secretary

AGENDA ITEM # 3

City of Leander

EXECUTIVE SUMMARY
11/16/2022

AGENDA SUBJECT:
Approval of minutes for meeting held on October 19, 2022.

BACKGROUND:
Attached are the minutes for meeting held on October 19, 2022.

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
October 19, 2022

Place 1 – Genny Kercheville	**Place 5 – Kip Harmon, Chair**
Place 2 – Vacant	**Place 6 – Christina Twing**
Place 3 – Kathy Howell, Vice-Chair	**Place 7 - Priscilla Sims**
Place 4 – Kathryn Conrad	**Staff Liaison – Dara Crabtree**

1. Call to order at 5:33 p.m. All Commissioners were present except Commissioner Kercheville was absent; Commissioner Conrad arrived at 5:34 p.m.

2. **APPROVAL OF MINUTES**

    1. September 21, 2022

    Motion by Commissioner Priscilla Sims, Seconded by Vice-Chair Kathy Howell to approve the minutes for meeting held on September 21, 2022. *[Commissioner Conrad arrived after vote.]*

    Vote: 4 - 0

3. **CHAIR'S REPORT**

    1. Monthly report and update included LISD museum proposal; possible future partnership with museum, if approved by LISD; shared t-shirt samples; and Old Town Committee update.

4. **SUB-COMMITTEE REPORT**

    1. Public Education included current display at the library; artifacts on loan from Williamson County Historical Museum; and presentation of Leander History at Chamber luncheon.
    2. Website & Social Media included posting of current population and Leanderthal lady.
    3. Special Events included the Commission will decorate Chair Harmon's truck for the Old Town Christmas Parade on December 3.
    4. Historic Locations included discussion with Jennifer Howell regarding future event with Indigenous Cultures Institute of San Marcos; and possibly moving the Leanderthal lady historical marker to future San Gabriel Athletic Complex Park.

5. **STAFF BRIEFINGS**

    1. Bryson Farmstead - no report
    2. Davis House - no report

6. **NEW BUSINESS**

   1. Discuss and Action Items
      - Williamson County 175th Anniversary - Still Making History calendar historical dates included gathering relevant Leander information; celebration being held March 10-11, 2023; and possible participation by HPC.

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.

   - Moving Leanderthal lady historical marker to San Gabriel Athletic Complex Park
   - Indigenous People event hosted by Indigenous Cultures Institute, San Marcos
   - Participation at Williamson County 175th anniversary event
   - Collection of family histories

8. Adjourned at 6:48 p.m.

APPROVED:

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CHAIR

ATTEST:

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CITY SECRETARY

City of Leander

AGENDA ITEM # 7

EXECUTIVE SUMMARY
11/16/2022

AGENDA SUBJECT:

Discuss and consider action on the selection of a Chair and Vice-Chair for a term of one year.

AGENDA ITEM # 8

EXECUTIVE SUMMARY
11/16/2022

AGENDA SUBJECT:

Review Board and Commission Rules of Procedures.

BACKGROUND:

In November 2021, the City Council adopted Board and Commission Rules of Procedures. Each year following appointments each board and commission are required to review the Rules of Procedures.

This item provides the Commission an opportunity to comply with the annual review.

PRESENTER:

Dara Crabtree, City Secretary

Attachments

1. Boards and Commissions Rules of Procedures

A RESOLUTION OF THE CITY OF LEANDER

RESOLUTION NO. 21-030-00

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, ADOPTING A POLICY ESTABLISHING BOARD, COMMISSION, AND COMMITTEE RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at a retreat meeting on August 23, 2021, Leander City Council discussed creating a policy that would establish rules of procedure for all Board, Commission, and Committee members appointed by the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS:

SECTION 1. Board, Commission, and Committee Rules of Procedure, attached hereto as Exhibit "A," is adopted by the City Council of the City of Leander, Texas.

SECTION 2. This Resolution and the Policy herein shall take effect on the 4th day of November, 2021, and it is accordingly so resolved.

DULY PASSED by the City Council of the City of Leander, Texas, on 4th day of November, 2021.

ATTEST:

Dara Crabtree, City Secretary

APPROVED:

Christine Sederquist, Mayor

EXHIBIT "A"

CITY OF LEANDER, TEXAS
BOARD COMMISSION RULES OF PROCEDURE

The City Council hereby adopts the following Rules of Procedure for all appointed Board, Commission, and Committee members. Reference to "Board" herein shall include Commission and Committee.

A. GENERAL GUIDELINES

1) Treat everyone with respect. No personal attacks on City Council, Staff or each other.
2) Address the present issue and let each item stand on its own.
3) Be brief and concise. Focus comments for item under consideration.
4) Support the validity and integrity of the process even when you disagree with the outcome.
5) Listen before judging or taking action. Do not pre-judge the motives of your fellow Board members.
6) Wait for recognition from the Chair before speaking.
7) Agree to disagree. No need to over-talk an issue.
8) Be clear on directions, follow plans, and support City policies.

B. AGENDAS

1) <u>Preparation of the Agenda.</u> The Staff Liaison shall prepare the agenda for the Chair's review and approval.

2) <u>Board Member Requested Agenda Items.</u>

   a. A Board member that wishes to place an item on an agenda must submit the agenda item and the background material described in subsection (b) below to the Staff Liaison by 5:00 p.m. on the Wednesday prior to the posting of the meeting agenda. A Board member may submit no more than two (2) agenda items per meeting. All items submitted by the deadline will appear on the agenda for the meeting unless the Board member agrees to delay the agenda item to a later meeting. Items that are submitted after the deadline or that do not include the required background material will not appear on the agenda.

   b. The Board member shall provide the Staff Liaison with materials providing background information on the agenda item that consists of, at a minimum, a written explanation about the purpose of the agenda item and any additional relevant information or documents. The Staff Liaison will prepare the Executive Summary based on the Board member's written explanation.

   c. Board member requested items will be placed at the end of the agenda.

C. CONDUCTING THE MEETING

1) Presiding Officer. Unless the ordinance creating the Board or state law provides otherwise, the Chair and Vice Chair shall be elected by a majority vote of Board members at the first meeting following annual appointments. The Chair shall serve only one year per their term appointment.

2) General Conduct. As appointed City representatives, Board members should be respectful and courteous to other Board members, the City Council, City staff, and members of the public. When commenting in a public forum, Board members should strive to remain consistent with applicable City policies and avoid prohibited activities.

3) Consideration of Agenda Items.

   a. Board members shall confine their discussions concerning a motion or a question to the merits of the motion made and seconded, or to a question already presented to them.

   b. When an item is raised for discussion, the Chair will ask for input from each member of the Board. Each Board member will be given an opportunity to speak before a Board member who has spoken may speak again.

   c. Previously discussed agenda items should not be re-discussed to accommodate Board members who did not participate due to absence or late arrival.

4) Adjournment (excludes Planning & Zoning Commission). After 2 hours, if more than two items remain on the agenda, the Board members may vote on the question of adjourning the meeting and postponing the remaining items. If three-fourths of Board members present and voting at the meeting (but no less than four) vote to postpone the items and adjourn the meeting, then the remaining items will be posted on the next regular board. Such agenda items shall be the first items listed under the regular agenda.

CI. INTERACTION WITH CITY STAFF

1) Board member Request for Information. The Board and/or Board member may ask for information from City Staff by making the request to the Staff Liaison. Written materials or written responses to questions or requests for information shall be provided to the entire Board. Other than the Staff Liaison, Board members are prohibited from contacting City staff directly.

CII. MISCELLANEOUS

1) Email and Electronic Devices. Planning & Zoning Commission members, to the greatest extent possible, will use City-issued email accounts and City-issued electronic devices to conduct City business.

2) Personal Business. Personal business and/or nonprofit work conducted by Board members must be separate from the City.

3) Social Media. This policy does not extend to personal social media accounts managed by Board members. However, Board members should know that inappropriate content shared from a personal account may negatively affect public confidence in the City or in a Board member's capacity to serve. Board members should refer to applicable City social media participation policies for guidance on all social media activities.