



**FARMERS  
BRANCH**

# City of Farmers Branch

## Minutes

### Historical Preservation & Restoration Board

Farmers Branch Historical Park  
Dodson House  
2540 Farmers Branch Ln  
Farmers Branch, TX 75234

Thursday, May 28, 2020

6:30 PM

Dodson House

#### Meeting held at 6:30 PM via Zoom

**Presiding:** Chair Ann Christman

**Present:** Carol Dingman, William Frome, Johannes Hylkema, Danielle, Neumeyer, Bill Stolp, and Warren Wetzel

**Absent:** Melissa Dours

**Staff:** Mike Mashburn, Director of Parks and Recreation, Hillary Kidd, Historical Park Manager, and Jim Mays, Park Maintenance Supervisor

#### A. AGENDA ITEMS

##### A.1 Call to order.

Meeting was called to order at 6:33 p.m.

##### A.2 Approval of minutes from the February 27, 2020 Board meeting; and take appropriate action.

Will Frome questioned the accuracy of the minutes on page five, A9 regarding the Strategic Plan. The Board discussed from memory who motioned and when for the Strategic Plan approval. It was decided to review the meeting recording to determine actual discussion points.

The approval of the meeting minutes was tabled until next meeting.

##### A.3 Receive Historical Park Quarterly Report: Second Quarter FY 19-20.

Hillary Kidd provided an overview of the Quarterly Report covering December to February.

- The year-to-date overall revenue totals for the second quarter of FY 19/20 have increased by 195.81% or \$47,508.13.
- Rental revenue had a slight increase of 3.60% or \$327.63, however other revenue increased by 311.13% or \$47,180.50.
- Quarterly expenses were down 10.80% or \$24,857.59 less than last year's second quarter. COVID-19 did affect the second quarter revenue and expenses, but in a relatively minor way since programs and rentals were able to continue through March 13, 2020.

- At this time, it is estimated that we have lost ~ \$3,000.00 in revenue due to the March cancelations; however, the third quarter revenue and expenses will have a much higher impact.

Further details and graphical representation of revenue changes can be found in the meeting packet.

**A.4 Receive a report on COVID-19's budgetary impact on the Hotel/Motel Occupancy Tax Fund**

Mike Mashburn gave an update on the impact to the Tax Fund. Current occupancy is around 10%, as compared to an average of 70%. The good news is that there is a reserve of \$1.5-1.7 million. The City luckily has not taken on debt. The General Fund has not largely been impacted as compared to other cities. However, it may take a year to fully recover. There is a new hotel coming soon to also help with the fund.

**A.5 Receive an update on the Barn Project.**

Jim Mays the District 2 Park Supervisor gave an update on the Barn Project and designs by O'Brien Architects. He noted that the design of the building is constrained by the flood plain. Variations of designs were shown to the Board with different angles of the barn's location. The Log Cabins, no matter which variation, would need to be moved. Warren Wetzel inquired why these new drawings did not have a full kitchen. It was explained that a full kitchen drastically increased the price of building the barn due to additional code laws. Conversations regarding the layout and exterior design took place. Two options of where to extend Phase 2 were presented. Board members had multiple feedback points.

Carol Dingman took the action to summarize the feedback from the Board members and email the recommendations so that Jim could present them to the design committee. The feedback from the Board is summarized as follows:

- The building should be angled as shown in the drawing behind the flood plain line.
- The red phase 1 should be flipped end to end so the main entrance is adjacent to the brick walkway.
- The blue phase 2 should be added behind the building in the corner made by Ford Rd and the brick walkway.
- The interior plan for the back wall of phase 1 should have an outside doorway for easy connection to the eventual phase 2.
- The blank end wall on the interior plan that was the connection for phase 2 should be re-designed to open it up with windows etc. as it is no longer a connecting wall but an exterior wall.

**A.6 Review and approve Strategic Plan; take appropriate action.**

Carol Dingman reviewed the newest updates to the Strategic Plan with the Board. Hillary Kidd and Mike Mashburn were both comfortable with this version of the Strategic Plan. Will Frome moved to accept the Strategic Plan and present to City Council. Bill Stoip seconded. The motion carried unanimously.

**A.7 Discuss summer and December Board Meeting, take appropriate action.**

The June, July, and December Board meeting dates came up for discussion. Ann Christman noted the June Board meeting was needed due to new Board members. Due to summer vacations, the Board voted on the decision to keep or cancel the July Board Meeting. The Board voted to keep the July Meeting. Hillary Kidd brought up the fact that the Board meeting scheduled for December 10 conflicts with the Dickens of a Dinner event. The Board needed to decide to either cancel the December meeting or move the December meeting. Carol Dignman moved to move the December Board meeting to December 3. Johannes Hylkema seconded. The motion carried unanimously.

**A.8 Receive an update on the Historical Park's Programming during COVID-19.**

Hillary Kidd gave an update on programming. The last normal scheduled programming was March 12, which was the Girl Scout Birthday Bash. Remaining Spring events post March 13, were rescheduled to fall or postponed to late spring 2021. Camping Under the Stars and Vintage Base Ball were cancelled. Red, White, and Brew and Mums & Sons were rescheduled to November 2020. Summer camps will take place as scheduled: Artchella ARTvengers Camp is June 15 – 19 and Artchella Goes West Camp will be June 22 – 26. Teen Leadership Camp will be hosted at the Historical Park instead of the Recreation Center from June 15 – August 14. The attendee numbers were lowered to 20 participants. July Park after Dark has been postponed until next year. Girls Make History Camp will be July 13 – 17. Family Star Party has been postponed to an unknown date. August programming is moving forward as scheduled.

**A.9 Receive a committee updates; take appropriate action.**

- StEPs

Bill Stolp gave the update, due to COVID-19 impacts and the inability to meet in person, there have been no updates in the StEPs accreditation.

**A.10 Receive a report on the Bi-Annual Presentation to City Council as it relates to the Historical and Preservation Board; take appropriate action.**

Ann Christman presented to City Council May 27. As the Board Chair, Ann gave her thoughts on the continuation of the Historical Park Board. The Council asked if the Historical Park Board should be disbanded or if the Board should merge with the Parks and Recreation Board. Ann stated that both of those options would be a detriment to the Historical Park, and the Historical Park Board should continue as its own Board. On June 9 City Council will announce any changes or modifications made to any of the current City boards.

Bill Stolp asked what the Board member roster will be; Ann confirmed it is expected to stay at seven members and two alternates.

**A.11 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch; and take appropriate action.**

Due to COVID-19 many programs scheduled were cancelled or moved. Board members have not had the chance to participate in Historical Park programming this spring. However, Ann Christman and Carol Dingman did support the usefulness of the Historical Park's Facebook page in promoting Historical content.

**A.12 Discuss agenda items for future Historical Preservation & Restoration Board meetings; and take appropriate action.**

No items were discussed.

**B. ADJOURNMENT**

Warren Wetzel moved to adjourn the meeting. Danielle Neumeyer seconded. Motion carried unanimously.

The meeting adjourned at 8:10 p.m.

  
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Chair

  
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Recording Secretary