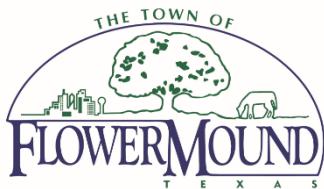


Historical Commission



November 14, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

C. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

D. ANNOUNCEMENTS

Announcements from the members

E. PRESENTATION(S)

1. History & Display - Local Artifacts Presentation
2. Parks & Recreation Christmas Parade - December 7th - Parks & Recreation Christmas Parade - December 7th

F. STAFF/DIRECTOR REPORT

G. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Consider approval of the minutes from 10/10/2024. - Consider approval of the minutes from 10/10/2024.

H. REGULAR ITEM(S)

1. Collections Policy - Consider approval of the Collections Policy.

I. SUBCOMMITTEE REPORT

Receive updates and status reports related to subcommittee tasks, activities, and projects.

1. Exhibit Room Vision
2. Gibson Grant Log House Open House - December 15th

J. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

K. COORDINATION OF CALENDARS

1. December 7, 2024 - Parks & Recreation Christmas Parade
2. December 12, 2024 - Regular Meeting
3. December 15, 2024 - Gibson Grant Log House Open House
4. January 9, 2024 - Regular Meeting

L. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: November 11, 2024, at 1:00 p.m., at least 72 hours prior to the scheduled time of said meeting.

Sarah Luxton, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.



HISTORICAL COMMISSION AGENDA E.2. PRESENTATION(S)

DATE: November 14, 2024

FROM:

ITEM: Parks & Recreation Christmas Parade - December 7th

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: N/A

N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: N/A

Historical Commission



October 10, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

The Historical Commission met in a regular meeting with the following members present:

Jacque Narrell, Place 1
Karmien 'Sweety' Bowman, Place 2
Adam Shear, Place 3
Marsha Gavitt, Place 4
Cindy Clark, Place 5
Kathy Blair, Place 6
Terra Klarich, Place 7
Cecilia Hood, Place 8
Brian Williams, Place 9
Peggy Riddle, Place 10 (Ex-Officio)

with the following member(s) absent:

constituting a quorum with the following members of the Town Staff participating:

Sarah Luxton, Senior Management Analyst
Blake Manuel, Management Analyst
JP Walton, Chief Strategic Officer

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

Chair Narrell led the Pledge to the American Flag and the Texas Flag.

C. ELECTION OF OFFICERS

1. Chair

ACTION: Commissioner Clark nominated Commissioner Narrell to serve as the Historical Commission Chair. Commissioner Blair seconded the motion.

AYES: Narrell, Bowman, Shear, Gavitt, Clark, Blair, Klarich, Hood, Williams

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

2. Vice-Chair

ACTION: Commissioner Klarich nominated Commissioner Blair to serve as the Historical Commission Chair. Commissioner Clark seconded the motion.

AYES: Narrell, Bowman, Shear, Gavitt, Clark, Blair, Klarich, Hood, Williams

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.

Speaker name and address	Subject (as written on the form)
1. Fredrick Vincent, 3933 Bordeaux Cir, Cristina's History Flower Mound, TX 75022	
* Indicates person did not wish to speak	

E. ANNOUNCEMENTS

Announcements from the members

1. Introduction of new commissioner Karmien 'Sweety' Bowman

F. STAFF/DIRECTOR REPORT

1. Collections Policy
2. Cemetery Sign Review

G. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or “housekeeping” items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Consider approval of the minutes from 09/12/2024. - Consider approval of the minutes from 09/12/2024.

ACTION: Vice-Chair Blair moved to approve G.1. as presented in the agenda caption. Commissioner Klarich seconded the motion.

AYES: Jacque Narrell, Chair
Karmien 'Sweety' Bowman, Place 2
Adam Shear, Place 3
Marsha Gavitt, Place 4
Cindy Clark, Place 5
Kathy Blair, Vice-Chair
Terra Klarich, Place 7
Cecilia Hood, Place 8
Brian Williams, Place 9

NAYS: None

ABSTAIN: None

RESULT: 9 : 0

H. REGULAR ITEM(S)

1. Gibson Grant Log Cabin
 1. Exhibits room in the Gibson Grant Log Cabin

I. SUBCOMMITTEE REPORT

Receive updates and status reports related to subcommittee tasks, activities, and projects.

Received updates and status reports related to subcommittee tasks, activities, and projects.

The subcommittee and members are as follows:

Cemeteries Chair Cecilia Hood
Committee

Brian Williams

	Adam Shear
	Marsha Gavitt
Education Committee	Chair Terra Klarich
	Sweety Bowman
	Brian Willims
Oral History Committee	Chair Kathy Blair
	Terra Klarich
	Brian Williams
	Sweety Bowman
Historic Landscapes Committee	Chair Cindy Clark
	Marsha Gavitt
	Sweety Bowman
	Adam Shear
Gibson Grant	Chair Jacque Narell
	Kathy Blair
	Adam Shear
	Sweety Bowman

J. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

1. Future exhibits and educational programs in the Gibson Grant Log Cabin
2. Scope and responsibilities of Gibson Grant Log Cabin
3. Christmas at the Gibson Grant Log Cabin
4. Christmas Parade Float

K. COORDINATION OF CALENDARS

1. November 14, 2024 - Regular Meeting
2. December 12, 2024 - Regular Meeting

L. ADJOURN

Chair Narrell adjourned the meeting at 7:30 p.m. and all were in favor.



HISTORICAL COMMISSION AGENDA H.1. REGULAR ITEM(S)

DATE: November 14, 2024
FROM:
ITEM: Consider approval of the Collections Policy.

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: \$

Proposed Expenditure/(Revenue)
\$

Account Number(s):
100-XXX-XXXXXX-XXXX

LEGAL REVIEW: (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

ATTACHMENTS:

1. FINAL DRAFT Collections Policy

DRAFT MOTION: Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.

TOWN OF FLOWER MOUND

COLLECTION MANAGEMENT POLICY

I. PURPOSE

The purpose of this collection management policy is to provide guidelines for the acceptance, deaccession, loan, and maintenance of items and information of historical significance to the Town of Flower Mound. This policy ensures that the Town preserves its heritage while responsibly managing its historical collections in coordination with the Denton County Office of History and Culture (OHC).

II. SCOPE

This policy applies to all items and information of historical significance acquired, managed, or loaned by the Town of Flower Mound in coordination with the Denton County OHC. This includes, but is not limited to, artifacts, documents, photographs, artworks, and digital records.

III. DEFINITIONS

Accession- A set of one or more artifacts, objects, etc., received from the same source at the same time; an acquisition that the Town has taken ownership of and holds in the public trust.

Accessioning – The formal process used to accept legally and to record a specimen or object as part of a collection; the act of accepting objects into the category of materials that the Town holds in the public trust.

Acquisition – Something acquired by the Town (but not necessarily involving the transfer of ownership).

Deaccessioning – The formal process of removing an accessioned object or group of objects from the Town's permanent collection.

Deed of Transfer – that certain deed, the form of which is attached as Exhibit "A" hereto that serves to formally transfer title of items accessioned by the Town.

Denton County OHC – Denton County Office of History and Culture.

Flower Mound Historical Items MOU – Memorandum of Understanding (MOU) between Denton County and the Town of Flower Mound for Historical Items and Other Services, effective February 27, 2024, and attached hereto as Exhibit "B."

Gibson-Grant MOU - Memorandum of Understanding between Denton County, Texas, and the Town of Flower Mound, Texas, effective March 21, 2024, and attached hereto as Exhibit "C."

Historical Commission – The Town of Flower Historical Commission.

Historical Commission Staff Liaison – The Town of Flower Mound staff liaison assigned to The Town of Flower Mound Historical Commission.

Pre-approved Historical Loan List – List of items that have been approved as loans (Section 5) and will be managed by the Historical Commission Staff Liaison. The items have been pre-approved to be loaned out to Town facilities for display.

Town of Flower Mound Donation Form (“Form”) – The Form promulgated by the Town of Flower Mound by which items may be submitted to the Town (for consideration of acceptance) as an accession or acquisition.

Town of Flower Mound Loan Form (“Form”) – The Form promulgated by the Town of Flower Mound by which items may be submitted to the Town (for consideration of acceptance) as a loan.

IV. ACCEPTANCE OF ITEMS

A. Criteria for Acceptance

1. **Historical Relevance:** Items must have a clear and direct connection to the history, culture, or heritage of Flower Mound.
2. **Condition:** Items must be in stable condition or capable of being stabilized through conservation efforts.
3. **Provenance:** Items must have documented provenance to ensure authenticity, legal ownership, and adherence to ethical acquisition standards.
4. **Duplication:** Preference will be given to items not already represented in the collection unless additional copies have significant value.
5. **Scope of Size:** Reserve the right to refuse an item based on the value, size and capacity for storage of an item.

B. Procedures for Acceptance

1. **Submission:** Items must be submitted as an accession, or acquisition. Donors must submit a detailed description of the item(s), including provenance, condition, and relevance using the Town of Flower Mound Donation Form. The Form must be completed with each submission noting the type of submission that is being made. The item and form could either be dropped off to the Town of Flower Mound or an individual can schedule a pick-up/drop-off at the Denton County OHC by contacting the Town of Flower Mound staff. Items that are clearly inconsistent with the criteria for acceptance may be denied submission.
2. **Review:** The submission shall be reviewed by the Denton County OHC who will assess the item(s) based on the criteria for acceptance. The Denton County OHC shall provide the Historical Commission with their assessment and provide a recommendation for or against accessioning the collection at the next available regular Historical Commission meeting.
3. **Approval:** Upon receiving the recommendation from the Denton County OHC, the Historical Commission may recommend to Town Council the accessioning of items by the Town of Flower Mound. Upon approval by Town Council and completion of a Deed of Transfer for the item by the donor, the donor waives all rights of ownership to the item(s) and transfers-possession and legal title to the Town of Flower Mound. All rights of publication become the property of the

Town of Flower Mound upon acceptance of the item or bequest. The owner shall receive written notification within 30 days of item(s) accessioning.

4. Transferred: Once the accessioning of items is approved, Denton County OHC will begin processing and storage of the item until the Town of Flower Mound is ready to use said item, per the Flower Mound Historical Items MOU, unless requested otherwise by the Town of Flower Mound.
5. Presentation: When items are to be displayed for an event, presentation, exhibit, or other Town-related business, Town staff will coordinate with the Denton County OHC staff to have the item transferred to the location where it will be used.
6. Storage: When an item is no longer to be displayed and ready for storage, Town staff will contact the Denton County OHC for the item to be picked up and placed in storage, pursuant to the Flower Mound Historical Items MOU.

Once an item is received by either the Town of Flower Mound or Denton County OHC, the entity in possession of said item shall maintain temporary custody. In the event the Town Council does not approve accessioning an item, (after receiving a recommendation whether to accession the item or not from the Historical Commission and/or the Denton County OHC,) the item must be returned to the donor by the Town of Flower Mound within 30 days of such action being taken. If the item is not claimed by the donor within 30 days, it shall be at the discretion of the Town of Flower Mound to determine the appropriate disposition of the item.

V. DEACCESSION OF ITEMS

A. Criteria for Deaccession

1. Irrelevance: Items no longer relevant to the Town's history or mission.
2. Condition: Items that are beyond repair or conservation.
3. Duplication: Excessive duplicates that do not add value to the collection.
4. Legal and Ethical Concerns: Items with disputed ownership or other legal/ethical issues.
5. Scope of Size: Reserve the right to deaccession an item based on the value, size and capacity for storage of an item.

B. Procedures for Deaccession

1. Submission: Items may be submitted for deaccession by the Town of Flower Mound.
2. Review: The submission shall be reviewed by the Denton County OHC who will assess the item(s) based on the criteria for deaccession. The Denton County OHC shall provide the Historical Commission with their assessment and provide a recommendation for or against deaccessioning the item(s) at the next available regular Historical Commission meeting.
3. Approval: Upon receiving the recommendation from the Denton County OHC, the Historical Commission may by majority vote recommend to Town Council the deaccessioning of items by the Town of Flower Mound.
4. Disposition: Items approved for deaccession by Town Council shall be returned to donors, transferred to other institutions, sold, or otherwise disposed of in an ethical manner.

VI. LOANS

A. Criteria for Loans

1. Historical Relevance: Items must have a clear and direct connection to the history, culture, or heritage of Flower Mound.
2. Condition: Items must be in stable condition or capable of being stabilized through conservation efforts.
3. Provenance: Items must have documented provenance to ensure authenticity, legal ownership, and adherence to ethical acquisition standards.
4. Duplication: Preference will be given to items not already represented in the collection unless additional copies have significant value.
5. Scope of Size: The Town reserves the right to refuse an item for any reason, including on the basis of value, size and capacity for storage of an item.

B. Procedures for Loans

1. Submission: Individuals interested in loaning an item to the Town of Flower Mound must first be added to the Pre-approved Historical Loan List. To apply for an item to be on the list, individuals must submit a detailed description of the item(s), including provenance, condition, and relevance using the Town of Flower Mound using the Loan Form. Once the form has been submitted, it will be moved into the review process.
2. Review: The form will first be reviewed by Town staff for submission completeness. Once submission completeness is confirmed, staff will work with the individual to schedule the item(s) review at the next available Historical Commission meeting. Staff will present the item based on the completed Form.
3. Approval: The Historical Commission may recommend to Town Council the addition of an item to the pre-approved historical loan list by the Town of Flower Mound. Upon approval by Town Council, the owner shall receive written notification within 30 days of item(s) acceptance to the Pre-approved Historical Loan List.
4. Loan Request: Once the items have been added to the List, staff (under the discretion of their department Director) may contact the Historical Commission Staff Liaison to schedule items for use at Town of Flower Mound facilities, as needed. Items may only be requested when they have a specific use in mind and have been approved by the Director of the Town facility at which they will be displayed. The individual who owns an item that has been accepted to the Pre-approved Historical Loan List holds the right revoke consent to the lending of the item or to approve or deny the request, from the Historical Commission Staff Liaison, for that item to be loaned for display at Town of Flower Mound facilities.
5. Presentation: When items are to be displayed for an event, presentation, exhibit, or other Town-related business, Town staff will coordinate with the Historical Commission Staff Liaison to have the item transferred to the location where it will be displayed.
5. Storage: When the Town no longer wishes to display an item, , the Historical Commission Staff Liaison will contact the owner of the item to schedule it's return. Once an owner has been contacted, the owner will have 30 days to collect the item. After such time, the item will be transferred to other institutions, sold, or otherwise disposed of.

6. Removal of an Item: At the first meeting in October of each year, the Historical Commission may request that certain items on the Pre-approved Loan List be considered for removal. If agreed to by a majority of the Historical Commission, any items approved to be considered for removal, will be considered at the next available Historical Commission meeting. At the next available Historical Commission meeting, the Commission may recommend to Town Council the removal of item(s) from the Pre-Approved Historical Loan List. Upon approval by Town Council, the owner shall receive written notification within 30 days of item(s) removal from the Pre-approved Historical Loan List.

VI. MAINTENANCE OF COLLECTIONS

A. Preservation and Conservation

1. The Town of Flower Mound will continue to work with the Denton County OHC to maintain inventory and storage of all items in the collection once they have been transported to the Denton County OHC as described by the Flower Mound Historical Items MOU.
2. The process for documenting and storage of items shall be conducted as described by the Flower Mound Historical Items MOU.
3. Items that are being held for use at the Gibson Grant log cabin will also be stored by the Denton County OHC when not in use, as described by the Gibson-Grant MOU.

B. Documentation

1. The Historical Commission Staff Liaison will work collaboratively with the Denton County OHC to maintain records of all items transferred into the care of the Denton County OHC.

VII. POLICY REVIEW AND REVISION

This policy will be reviewed every five years by the Historical Commission to ensure it remains relevant and effective. Revisions will be recommended to the Town Council for approval.

EXHIBIT A

DEED OF TRANSFER
Town of Flower Mound, 212 Cross Timbers Road,
Flower Mound, TX 75028

Names: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone H/W: _____ Email: _____

I own the personal property described below and desire to give said personal property to the Town of Flower Mound. I do hereby irrevocably and unconditionally give and transfer to Town of Flower Mound all rights, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Item:

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This item is given in memory/honor of: _____

Date: _____
Donor/agent

Date: _____
Received by

NOTARY SIGNATURE:

Date: _____
Donor/agent

EXHIBIT B

LOAN AGREEMENT
Town of Flower Mound, 212 Cross Timbers Road,
Flower Mound, TX 75028

Names: _____		Date: _____	
Address: _____			
City: _____		State: _____	Zip: _____
Phone H/W: _____		Email: _____	

I own the personal property described below and desire to give said personal property to the Town of Flower Mound. I do hereby allow the Town of Flower Mound to display and utilize the item for the purpose of an event, presentation, exhibit, or other Town-related business.

Description of Item:

Please attach 1 or more photographs of the item you would like to loan the Town of Flower Mound. Please attach an appraisal for any item valued over \$500 dollars. If items are below \$500 dollars, please confirm so by checking the box below:

☐ Item is valued at less than \$500 ☐ Item is valued above \$500 (appraisal attached)

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This item is given in memory/honor of: _____

Conditions of loan: _____

Date: _____

Donor/agent

Date: _____

Received by