



**SCHERTZ HISTORICAL PRESERVATION COMMITTEE  
1400 SCHERTZ PARKWAY, BUILDING 1  
BOB ANDREWS CONFERENCE ROOM  
SCHERTZ, TEXAS 78154**

**AGENDA  
THURSDAY, NOVEMBER 6, 2025 AT 6:00 PM**

**Call to Order**

**Introduction of Guests**

This time is set aside for any person who wishes to address the Committee. Presentations should be limited to no more than 3 minutes. Each person should fill out the Speaker's register prior to the meeting and give it to the Chair. The Committee can only discuss items that are on the agenda. Discussion by the Committee of any item not on the agenda shall be limited to statements of specific information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda will call on those persons who have signed up to speak in the order they have registered.

**Discussion and/or Action Items**

**Minutes** - Approval of the minutes of the regular meeting of the regular meeting of October 22, 2025.

**Attachments**

SHPC OCT25 Minutes

**SHPC Membership Updates** - *(9 of 14 seats currently occupied, 3 of current hold non-resident status)*

## **Review of Financial Statement**

- Acceptance of the Financial Report for October 2025 (Note: Due to the early scheduling of the meeting and the statement issuance timeline, the financial report will be provided on November 5th to ensure it is available for the committee's review)

## **Attachments**

SHPC OCT25 Financial Report

## **Updates**

### **Outlook 365:Champion, Brian James**

- Discuss & confirm all profiles are active and verify that access to SharePoint is fully set up and ready to use.

### **SHPC - Then & Now Calendar:Champion, Roz Wise**

- To discuss the progress of the calendar's production.

### **City Event Support:Champion, Sophie Rodriguez / Support, Jim Burdett**

- Feedback/Review of the November 1st Schertz Hometown Harvest Farmers Market.
- Discuss and confirm additional event participation.
- To discuss and clarify logistics concerning volunteers for events.

### **Landmark Properties: Champion Becki Babcock, Support Brian James**

- Review of mock-ups and production schedule planning

### **SHPC 2026 Meeting Scheduling: Champion Zii Reed**

- The city's official calendar planning for 2026/establishing SHPC meeting dates for 2026.

### **Annual Review: Champion Maggie Titterington**

- Review of the committee's 2025 accomplishments.
- Strategic planning for 2026.

## **Requests and Announcements**

### **Adjournment/Next Meeting Date**

- To be determined

## CERTIFICATION

I, ZINNIA REED, ADMINISTRATIVE ASSISTANT, CITY MANAGEMENT OFFICE, OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 31ST DAY OF OCTOBER 2025 AT 9:45 A.M. WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

ZINNIA REED

**I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON \_\_\_\_ DAY OF \_\_\_\_\_, 2025. TITLE: \_\_\_\_\_**

*This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.*

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## **BACKGROUND**

The City Council held a Regular City Council meeting on \_\_\_\_\_.

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## **Attachments**

SHPC OCT25 Minutes



**SCHERTZ HISTORICAL PRESERVATION COMMITTEE  
1400 SCHERTZ PARKWAY, BUILDING 1  
BOB ANDREWS CONFERENCE ROOM  
SCHERTZ, TEXAS 78154**

**MINUTES  
WEDNESDAY, OCTOBER 22, 2025 AT 6:00 PM**

**Call to Order 6:04pm**

**Committee/Board**

Maria "Angie" Fain (Vice Chair)

Jim Burdett

Sophie Rodriguez

Rose Arispe

Lauren Dalton

Kathleen Samsey

**City Representatives**

Brian James

Zinnia Reed

**Council Liaisons**

Ben Guerrero

*Chairperson Maggie Titterington was not in attendance for this meeting.*

**Introduction of Guests**

Joyce MacMillan, spoke about since having acquired the home 30 years ago, located at 601 Brook Avenue, she had always been intrigued by the history surrounding her home and the local Pickrell Park. She recounted her visit from a man, named Duke Davis who claimed to be the grandson of a significant figure in the community. He provided her with details about the area's history, explaining how one could once see pastures and cows from the front door. He also mentioned that his grandfather was a respected Mason and had lived to the age of 90, leaving behind a legacy of four generations in the family home. He shared stories with her about his grandfather, who reportedly donated 16.5 acres to the city, which became known as Pickrell Park. Despite her efforts to confirm through research, Joyce MacMillan found no mention of such a donation in the local histories.

Committee member Sophie Rodriguez mentioned she had attempted to research these claims for an article but encountered numerous dead ends. The park's naming, she learned, was attributed to a judge named George W. Pickrell, who was involved in civic matters and had connections with the city's development. Despite her extensive efforts, including gathering photographs and historical documents, Sophie indicated she struggled to compile a comprehensive account.

Mrs. MacMillan mentioned the grandson, Duke Davis, also known as Buckshot, was a country and western musician who had performed locally. Sophie Rodriguez expressed her desire to continue her research with Joyce MacMallan's provided info and to piece together more concrete information the discovery of any current or past residents, able to provide additional insights into the park's history and its namesake for the article's completion and community awareness.

## **Discussion and/or Action Items**

### **Minutes**

Following the committee's confirmation of their review from the previous meeting, Kathleen Samsey motioned for the approval of the minutes from the regular meeting held on September 24, 2025, which was seconded by Sophie Rodriguez.

*(Motion passed unanimously)*

Attachments:

SHPC Minutes 9-24-2025

### **SHPC Membership Updates**

No noted updates or changes.

### **Review of Financial Statement - Acceptance of the Financial Report for September 2025.**

During the review of the September financial report, it was observed that the monthly rent was recorded as a single expenditure for both September and October. Additionally, it was noted that no merchandise was sold, resulting in inventory levels remaining unchanged. Sophie Rodriguez and Kathleen Samsey volunteered for a recent event regarding the Schertz-Cibolo Cemetery Association Landmark designation. They mentioned collecting names and numbers for calendar preorders, but no funds were received for these pre-orders.

Kathleen Samsey raised inquiries regarding the fiscal year concluding on September 30th, specifically about fund allocation and whether any unspent funds from September would be incorporated into the new annual budget. Brian James clarified that any remaining funds would be redistributed according to the master budget. Kathleen Samsey also had further questions about whether purchases made in September would be included in that month's financial report. She inquired specifically about event support items bought via Amazon. Since the transaction was made using a credit card, it will be reflected in the following month's statement and will not appear in the current month's financial report. Kathleen Samsey then made a motion to approve the financial statement for September, which was seconded by Lauren Dalton.

*Motion passed unanimously*

Attachments:

SHPC Financial Report SEPT25

## Updates

### **Outlook 365:**Champion, Brian James

In the second phase of the Outlook 365 update, instructions were meant to be sent to everyone; however, some individuals did not receive their information. Brian James clarified that the new email addresses will be redistributed and confirmed upon receipt. He also mentioned that the format will consist of the first initial and last name (unless otherwise preferred), using the domain schertz.com. Establishing these email profiles will grant users access to the shared drive on SharePoint. Everything is set to be finalized within 30 days. Additionally, Brian James confirmed that once the email addresses and profiles are established, new business cards will be created for the committee.

### **Main Street Preservation Grant:** Champion, Brian James

Pertaining to the Schertz-Cibolo Cemetery project, Brian James provided an update concerning grant funding. Per the previous City Council Meeting, the Main Street Preservation Grant, which was initially sought for the project, did not receive approval from the Council. Instead, the Council decided to support the project through the Local Flavor Economic Development Grant. This decision was influenced by concerns related to the aforementioned treatment of property designation, specifically addressing distinctions between structural properties and properties without structures. The agreement for the grant has been sent to Dr. Vazquez for his signature. We are now in the process of waiting for Dr. Vazquez to sign the document, before moving forward with the project.

### **SHPC - Then & Now Calendar:**Champion, Roz Wise

In the absence of Roz Wise, Brian James took the lead to provide detailed updates on the calendar sub-committee's progress of the Then & Now calendar project. He reported that the committee successfully completed the draft, ensuring that all final edits were addressed, including the correction of the cemetery address on the back cover page.

The draft had been sent to the chosen printing company for proofs and samples, which are expected to be delivered by Friday for further refinement as needed. The final proofs will be forwarded to Chairperson Titterington and Roz Wise for their final review and approval. If the proof meets standard, the committee plans to move forward with signing the printing contract. Kathleen Samsey confirmed that the cover image selected by the committee features a smaller picture repositioned in the left corner of the page, using a picture-in-picture overlay style.

### **City Event Support:**Champion, Kathleen Samsey / Support, Roz Wise, Zii Reed

The committee recently wrapped up a successful city event, the Schertz-Cibolo Cemetery landmark designation, which Sophie Rodriguez and Rose Arispe noted was well-received. Kathleen Samsey opened the meeting by discussing logistics for the upcoming Farmers Market on November 1st. During the review of the previous event, it was acknowledged that the cemetery event's success was partly attributed to the effective use of a shared drive for managing forms, enhancing overall efficiency.

The discussion then shifted to the forthcoming Schertz Hometown Harvest Farmers Market, focusing on volunteer availability. Sophie Rodriguez volunteered to lead this event, with Jim Burdett offering his support. They also touched upon preparations for the Holidazzle event scheduled for December 6th, where Kathleen Samsey volunteered to take the lead, with Sophie assisting. Both the Farmers Market and Holidazzle events will require additional help. The committee considered incorporating themes or focal points for each event to keep them engaging and fresh for attendees. They agreed to follow up via email to finalize details and confirm additional support. Sophie Rodriguez emphasized the necessity of items like sandbags for stability in windy conditions and adequate lighting for evening events and creating a readiness packet for each event, including event checklist and log.

**Landmark Properties:** Champion Becki Babcock, Support Brian James

In Becki Babcock's absence, no updates were made.

### **Requests and Announcements**

Survey/Vote - determination of November meeting date/quorum

### **Adjournment/Next Meeting Date**

TBD for November 2025

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## **BACKGROUND**

The City Council held a Regular City Council meeting on \_\_\_\_\_.

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## **Attachments**

SHPC OCT25 Financial Report

Schertz Historic Preservation Committee

Financial Report as of October 31, 2025

FY 2025-26

| <b>Revenue</b>      | <b>October 2025</b> | <b>Total</b>   |
|---------------------|---------------------|----------------|
| Sale of Merchandise | \$46.18             | \$46.18        |
| Misc                | \$0.00              | \$0.00         |
| <b>Total</b>        | <b>\$0.00</b>       | <b>\$46.18</b> |

|                         | <b>October 2025</b> | <b>Total</b>       |
|-------------------------|---------------------|--------------------|
| Budget                  |                     | \$14,250.00        |
| Expenditures            | \$698.42            | \$698.42           |
| Encumbered-Storage Fees |                     | \$0.00             |
| <b>Remaining</b>        |                     | <b>\$13,551.58</b> |

**Cash in Bank as of October 31, 2025: \$23,274.01**

#### **Revenues include**

##### **Sale of Merchandise**

1. **\$46.18 Book Sales** (*2 Books sold*)

#### **Expenditures include**

1. **\$139.00 SurePoint Storage Rent for October**
2. **\$100.00 Cash Box Initiative**
3. **\$459.42 Amazon Purchases**

#### **Inventory as of October 31, 2025**

- **Books 24**
- **Shirts**
  - SM 8**
  - MED 16**
  - LG 16**
  - XL 6**
  - 3XL 2**