



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

**MINUTES
WEDNESDAY, JUNE 24, 2026 AT 6:00 PM**

Call to Order 6:01PM

Board/Committee

Present

Chair - Maggie
Titterington
Rose Arispe
Caleb Hofmann
Jim Burdett
Kathleen Samsey
Roz Wise

Not Present

Vice Chair - Angie Fain

Sophie Rodriguez
Becki Babcock

City Representatives

Zii Reed
Brian James

Council Liaison

Robert Westbrook

Guests

Dr. Miguel Vazquez
James Clair
Pete Perez
Carol Simonsen
Robert Sheridan

Association

Schertz-Cibolo Cemetery
Schertz Area Genealogist
Local
Local/Widow of Former City Official
Shertz City Council

Introduction of Guests

Chairperson Titterington called to order the meeting of the Schertz Historical Preservation Committee at 6:01. Noting the presence of some guests, Dr. Miguel Vazquez introduced himself, a retiree from the cemetery association, explained his ongoing involvement and shared details about his latest project, confirming his role as a doctor and former president.

Another guest, Pete Perez, recounted his long history with Schertz, having lived here since before its incorporation. He reminisced about knowing nearly everyone growing up. Pete Perez's deep knowledge of the town's history impressed many.

Jim Clair, well-known in the community, introduced himself and spoke about his volunteer work at the library with the Genealogy Committee. He was currently organizing materials left there, including old newspapers and tapes, some converted to CDs. He mentioned delivering historical photos and working on the library's collection of newspapers dating back to 1952.

Carol Simonsen introduced herself, sharing her family's history in Schertz since 1974. She spoke of her late husband, former city manager, Steve Simonsen, who held various important roles in the community before retiring due to ALS. Mrs. Simonsen expressed gratitude for the support they received and mentioned donating plaques to the archives as she downscaled.

Discussion and/or Action Items

Minutes

On the review for the approval of the May 27th meeting minutes, The Chair noted their extensive nature, mentioning the amusing story about the haunting of the Kramer House. She questioned the story's accuracy, stating that she had suggested Mrs. Bodinger, not Mrs. Kramer, and asked if corrections were needed. Zii Reed agreed to make the correction. Roz Wise made a motion to approve with the corrections and seconded by Rose Arispe, with no objections.

Motion passed unanimously (5-0)

SHPC Membership Updates *(9 of 14 seats currently occupied, 2 of current hold non-resident status)*

The Chair noted there were no significant membership updates. For clarification, she continued by reiterating though not a requirement to fully fill, 14 seats being the board's capacity, currently holding 9, including an opening for 1 non-resident.

Review of Financial Statements

In a detailed review of the financial statements, the conversation The Chair began by acknowledging she had not yet examined the documents and was inquiring about the corrections previously sent. Brian James elaborated on recent challenges with the financials and explained the new process initiated after consulting with the finance department. It was decided to start lagging a month on financial approvals, meaning financial statements for May

would be approved in July, allowing time for necessary adjustments or corrections. This change aimed to streamline the process and ensure accuracy.

Brian James continued by discussing adjustments to how available balances were reported, akin to treating the available balance like a checking account. The financial reports were structured to show the budget allocated by the city, which was the initial spending approval, alongside monthly and year-to-date revenues and expenditures. The remaining balance was calculated as the difference between the initial allocation and expenditures. A shift in terminology to "available balance" rather than "cash in bank" was also implemented for better clarity. An asterisk would be added to notes to explain that this figure might not match the exact bank balance due to pending transactions.

Brian James emphasized the effort to make the format user-friendly and informative. He highlighted that running a month behind in financial reporting prevented disruptions and ensured a thorough review. The committee collectively agreed on the improvements, appreciating the clarity and organization of the new reports.

The approval concluded with Roz Wise making a motion to accept the financial reports from October 2025 through April 2026, seconded by Caleb Hofmann, which was unanimously approved.

Motion passed unanimously (5-0)

Updates

Outlook 365: Champion, Brian James

Brian James addressed the Committee with updates on the status of Outlook 365 profiles and accounts. He specifically instructed Roz Wise and Caleb Hofmann to stay after the meeting for IT assistance in accessing their accounts. The primary goal was to streamline communication and ensure that SHPC members began using Outlook email systems only, to simplify responding to potential open records requests. Furthermore, Brian James reassured them of support from IT director Jack Bluebird, who was to assist with their access after the meeting.

SHPC Policies and Procedures & By-Laws: Champion, Maggie Titterington / Support, Brian James

During the discussion on SHPC Policies and Procedures, Brian addressed the recent updates regarding the approval process for different expense ranges. Expenses under \$100 could be incurred but might not be reimbursed; expenses between \$100 and \$500 can be pre-approved only by The Chair. Otherwise, for expenses exceeding this threshold, regular protocol is to be followed.

Roz Wise confirmed the process with Brian James, who emphasized the importance of maintaining a pre-approval paper trail, suggesting the use of email for documentation. For expenses over \$500, the approval would need to be included on the agenda for the next meeting, with advance notice given to Chairperson Titterington. In urgent cases, a special meeting could be called. Brian James concluded that the document would be finalized with these additions/specifications.

Roz Wise mentioned she hadn't received the policies and procedures packet, and The Chair agreed to table it until the committee could review it. Roz Wise then made a motion to table the discussion until the next meeting for review, which Caleb Hofmann seconded.

The motion passed unanimously (5-0)

SHPC 2028 Calendar Project: Champion, Rose Arispe / Support, Maggie Titterington

The Committee reviewed the preferred template details shared in May's meeting, emphasizing the importance of maintaining a consistent appearance. They evaluated the cost differences between a 12-month and an 18-month calendar, preferring the latter due to its extended duration. Brian James estimated that switching from a 12-month to an 18-month calendar might result in a 50% cost increase. He suggested contacting the supplier to confirm potential costs for producing both options.

The Chair highlighted the Committee's preference for the second version of the calendar template which incorporates two specific preferred elements: the picture and the article's placement within a clean, traditional calendar template, allowing space for notes and appointments. This revised template will be presented at the next meeting and included in the upcoming agenda packet.

Oral History Project: Champion, TBD / Support, Jim Burdett

During the discussion about the oral history project, Jim Burdett and The Chair collaborated on selecting interviewees and assigning interview responsibilities. It was highlighted that Eric Dawson has a collection of photographs from Schertz and historical information about the Deitz family, which piqued The Chair's interest due to its relevance to the Schertz Beer Garden, formerly the Deitz house. The Chair considered this history for inclusion as an addendum to the main stories. Jim Burdett agreed to have a release form sent out to Eric Dawson. Additionally, when asked about the ownership of the Schertz Beer Garden, Jim Clair confirmed that it is owned by Mike Armstrong.

The conversation then transitioned to the project's logistics. Zii Reed mentioned having received initial questions/script for the interviews, that required editing for the final draft. The Chair recommended they serve/function as general inquiries for all participants, with modifications based on the interviewee. She concluded by planning to review the questions and the release form at the next meeting.

City Event Support: Champion, Kathleen Samsey / Support, Roz Wise

Kathleen Samsey started by apologizing for her recent absences and inquired about the outcome of the May Hometown Harvest Farmers Market. Participating members, Rose Arispe and Jim Burdett, highlighted the event's success, noting there was high engagement with the attendees. They also informed her about some logistical details, particularly mentioning the newly purchased display materials. There was an issue with the stands, which were not the right size to hold items for the display, and they suggested considering returning the stands for larger replacements.

The committee then looked ahead to confirm upcoming events for the remainder of 2026. They decided on participating in Hometown Harvest Farmers Market, scheduled for September 5th, with registration opening on August 7th. Volunteers Rose and Caleb Hofmann tentatively confirmed their participation. For the October Schertz-Cibolo Cemetery Annual event, Miguel loosely confirmed it would likely take place on either the first or second weekend of the month, details need to be updated. In reference to the December annual Holidazzle event, Zii Reed reminded everyone of the need for early registration due to high demand and quickly filling spots. After some discussion on volunteers' availability, it was agreed that confirmations would be made in upcoming meetings.

Attention then turned to the distribution of current year calendars. The chair recommended, and the committee agreed, to distribute the remaining "Then & Now 2026" calendars for free at the 4th of July Jubilee events to

generate interest for next year's calendar. It was specifically suggested to distribute them during the parade portion of the Jubilee event.

Historic Street Signs: Champion, Brian James / Support, Roz Wise

Brian James announced the completion of the Historic Street Sign Designation project, with a ceremony tentatively scheduled for August 18th. Brian James agreed to inform the neighborhood by sending out flyers or mailers to ensure everyone is aware of the event. A mock-up of the area, identified as Old Schertz, was proposed for the flyers and communication materials.

Old Schertz, the confirmed Heritage neighborhood name, is the preferred choice among the committee, correlating and connecting with residents who have known and referred to the area as Old Schertz since 1893. The meeting concluded with confirmation of the date and plans to proceed with outreach efforts.

Landmark Properties: Champion Becki Babcock

During the discussion on landmark properties, Becky Babcock, the project champion, was absent for the plaque update. However, Brian James confirmed that the plaque would be ready by July 15th and noted it would be prepared for presentation at the October Schertz Cibola Cemetery event. The Chair suggested it be installed and covered beforehand, to be unveiled on the event day, to which Brian James agreed.

Mural Redesign: Champion Angie Fain

The Chair began the discussion by noting that the Masons have yet to confirm the artwork for the mural, causing a delay in the project. She stressed the importance of their input to ensure the mural aligns with their vision and historical significance. She plans to make another attempt to contact the Masons for the necessary confirmation.

Following this, Brian James proposed reaching out to an artist frequently commissioned by the Parks & Recreation department to obtain a comprehensive price estimate for the mural restoration. Jim Clair suggested the committee explore a GVEC grant to fund the mural project.

Photo Sorting: Champion, Maggie Titterington / Support, Marc Thorton

The chair noted that Mark Thorton remains inaccessible. As mentioned earlier, he recently had surgery, and with school on break, this is understandable. However, the goal was to finish sorting the photos by the end of the school term and confirm the status. She has sent a message to check if all the folders are complete but is still awaiting a response.

Requests and Announcements

Zii Reed stated that Caleb Hofmann's business cards were handed to FedEx, but something went wrong with their machines. After repairs she offered to deliver it to him, eliminating the need to wait until next month's meeting.

The Chair inquired whether there were any other requests or announcements from the committee. The following mentions were presented:

- Dr. Miguel Vazquez mentioned that they would send information about their latest project at the cemetery,

which involved raising money for a community legacy garden to honor community members and support preservation, renovation, and education. Aimed to honor both past and present veterans, offering the option to purchase a brick with an engraved name lasting for 50 years.

- Jim Burdett shared that they found an old German newspaper clipping from San Antonio about a historical building next to the mercantile, which sold farm equipment and likely used to be a real estate company, complete with a bar. The Chair thanked Jim Burdett.
- Jim Clair brought up the mural project, referencing funding for it. The Chair confirmed that the Power Up Grant was available and suggested it as a great option if costs were high.
- Roz Wise questioned if elections were supposed to occur in June, to which The Chair affirmed that they were.

Adjournment/Next Meeting Date

- 6:57PM
- July 22, 2026 (CANCELED-TO RESUME IN AUGUST)