



**AGENDA  
HISTORICAL PRESERVATION COMMISSION  
MEETING  
CITY OF LEANDER, TEXAS**



Development Services - San Gabriel Conference Room  
201 North Brushy Street - Leander, Texas  
Wednesday, October 15, 2025  
Regular Meeting at 5:30 PM

**Place 1 - Benjamin Geiger**  
**Place 2 - Anna Yelaun**  
**Place 3 - Kathy Howell**  
**Place 4 - Esmeralda Gonzalez**  
**Place 5 - Carlos Gormaz**

**Place 6 - Christina Twing**  
**Place 7 - Triste Freeburg**  
**Council Liaison - Na'Cole Thompson**  
**Staff Liaison - Karina Castillo**

**REGULAR MEETING - REVISED**

1. Open Meeting.
2. Roll Call.
3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

*[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]*

**4. SUB-COMMITTEE REPORT**

1. Public Education - updates on community engagements, presentations, and other educational opportunities.
2. Website and Social Media - discuss the upcoming posts on the Commission's Facebook page.
3. Special Events - discuss upcoming events including Holidays at the Homestead and Spirits of Bagdad.
4. Historic Locations - recognize McKee media for their help in recreating the Old Town photos and discuss any updates on the historic locations throughout the City.

**5. STAFF BRIEFINGS**

1. Bryson Farmstead - updates on the status of the rehabilitation of the Bryson Farmstead.
2. Mason Homestead - updates on the maintenance of the Mason Homestead.
3. FY25/26 Budget - status of the current budget.

**CONSENT AGENDA: ACTION**

6. Approval of the minutes for meeting held on September 17, 2025

**REGULAR AGENDA**

7. Review and consider the approval of a contract with Gus Bernal: Film + Photo + Education for the videography services of the Spirits at Bagdad event held on October 18, 2025 not to exceed \$1,737.41.
8. Discuss and consider volunteer schedule and responsibilities for Spirits at Bagdad being held on October 18, 2025.
9. Discussion of the volunteer process for events with the Historical Preservation Commission.
10. Discussion of the procedures for oral history.
11. Discussion of a marker program for historical properties within the City of Leander limits.
12. Discuss and consider topics to submit for the Central Texas Learning Festival held in March 2026.
13. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]
14. Adjournment

**CERTIFICATION**

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 Historic Preservation Commission of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 7<sup>th</sup> day of October, 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.



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Karina Castillo, Planning Manager



**EXECUTIVE SUMMARY  
10/15/2025**

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**AGENDA SUBJECT:**

Approval of the minutes for meeting held on September 17, 2025

**BACKGROUND:**

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**

1. 09.17.2025 HPC Draft Minutes



**MINUTES  
HISTORICAL PRESERVATION COMMISSION  
MEETING  
CITY OF LEANDER, TEXAS**



Development Services - San Gabriel Conference Room  
201 North Brushy Street - Leander, Texas  
Wednesday, September 17, 2025  
Regular Meeting at 5:30 PM

**Place 1 - Benjamin Geiger  
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Place 5 - Carlos Gormaz**

**Place 6 – Christina Twing  
Place 7 – Triste Freeburg  
Council Liaison -  
Staff Liaison – Karina Castillo**

**REGULAR MEETING**

1. Open Meeting.

Opened meeting at 5:40 p.m

2. Roll Call.

Roll call reflected all Commissioners present.

3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

*[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]*

No one spoke.

4. CHAIR'S REPORT

The Chair shared the status of the FY 24/25 budget and the items that are pending to be purchased that included a tent, tent weight, chairs, rack cards, and looking into hiring Gus Bernal for his videography services at the Spirits at Bagdad event.

5. SUB-COMMITTEE REPORT

1. Public Education - updates on community engagements, presentations, and other educational opportunities.
2. Website and Social Media - discuss the upcoming posts on the Commission's Facebook page.
3. Special Events - discuss upcoming events including Holidays at the Homestead and Spirits of Bagdad and consider participating in the Old Town Christmas Festival.
4. Historic Locations - discuss any updates on the historic locations throughout the City and the recreation of the Old Town photo.

1. The public education update included no presentations during the last month. Photos received from Bobby Bryson were shared during the meeting.
2. The website and social media update included promoting the upcoming event of Spirits at Bagdad and Holidays at the Homestead.
3. The special events update included coordinating schedules for the Spirits at Bagdad and discussing the upcoming events of Holidays at the Homestead. The Commission agreed to not participate at this year's Christmas Festival and would like to consider a Mom and Me event for Mother's Day in 2026.
4. The historic locations update included an update of the easements through the Davis cemetery no longer being needed and a presentation of the recreation of the Old Town photos by McKee media.

6. STAFF BRIEFINGS

1. Bryson Farmstead - updates on the status of the rehabilitation of the Bryson Farmstead.
2. Mason Homestead - updates on the maintenance of the Mason Homestead.

1. Bryson Farmstead updates included the 90% plan set is being finalized to be submitted for review. Following the plans being approved, the Council will take action and begin the timeframe for when the funds in escrow are required to be spent, with a maximum of two years.
2. Mason Homestead updates included the process on the renovations being approved to begin after last month's meeting.

<b>CONSENT AGENDA: ACTION</b>
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7. Approval of the minutes for meeting held on Septemeber 17, 2025.

Motion: Approve

By: Board Member Freeburg

Seconded: Board Member Howell

**Vote:** 7 - 0 None

<b>REGULAR AGENDA</b>
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8. Discuss the procedures for oral history.

The Commission appointed Commissioner Greiger as the coordinator for the oral history. This item will be on the agenda for October 15, 2025 to discuss the standard process.

9. Discussion of a marker program for historical properties within the City of Leander limits.

The Commission discussed the presented guidelines. This item will be on the agenda for October 15, 2025 to discuss the cost, specifications, and qualifications along with reviewing samples.

10. Adjournment

Adjourned at 6:59 pm

APPROVED

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CHAIR

ATTEST:

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STAFF LIAISON



**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Review and consider the approval of a contract with Gus Bernal: Film + Photo + Education for the videography services of the Spirits at Bagdad event held on October 18, 2025 not to exceed \$1,737.41.

**BACKGROUND:**

The Commission discussed the possibility of contracting Gus Bernal for his videography services at the Spirits at Bagdad event on October 18, 2025. This item includes two options - one with editing service and one without. Additional updates will be made to the contracts with coordination with Staff. The final draft contracts will be provided during the meeting.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**

1. Leander Historical Preservation Commission "Spirits of Badgad" tour Proposal 1
2. Leander Historical Preservation Commission "Spirits of Badgad" tour Proposal 2



September  
2025

# Project Proposal

City of Leander - Leander  
Historical Preservation Commission  
“Spirits of Badgád” tour

Prepared by :  
**Gus Bernal**

Prepared for :  
**Karina Castillo**  
**City of Leander**



September  
2025

## “Spirits of Badgad” tour



### Video Estimate Proposal

Client Name: City of Leander

Prepared By: Gus Bernal: Film+Photo+Education

Date: September 26th, 2025

#### Project Overview

Estimate for recording for the event “Spirits of Badgad” tour. The event takes place at the City of Leander cemetery with approximately 5 to 6 participants and an audience.

The job requires 90 minutes of driving time from South Austin and capturing footage from the 45 min event. Audio recording of the event is also needed.

Pre-Production & Prep: 3 hours

Travel (Round Trip, South Austin ↔ Leander): 1.5 hours

Event Recording (Video + Audio): 45 minutes

On-Site Setup, Wrap, & Backup: ~1 hour

Total Estimated Billable Time: 6.25 hours

#### Delivery

Final edited videos in agreed format.



September  
2025

## “Spirits of Badgad” tour

PRICING BREAKDOWN		Cost
Prep, site visit, driving expenses		\$375
Professional Production Video recording (45 min) On-Site Setup, Wrap & Backup: ~1 hour		\$405
Additional expenses could be added (parking at the location or extra time)		
Equipment Fee (video + audio gear)		\$150
<b>Subtotal</b>		\$930
8.25 tax		\$76.72
<b>TOTAL</b>		<b>\$1006.72</b>

### TERMS & POLICIES

#### Retainer

A 50% non-refundable retainer is due before the project starts.

#### Event Cancellation / Rescheduling

A cancellation fee of 25% of the project total applies if canceled within 14 days of the scheduled shoot. Rescheduling may incur additional costs for rebooking crew, talent, or locations.

#### Force Majeure

We are not responsible for lost or corrupted footage due to equipment failure or Loss of Product: Client acquires a consultation for lost or corrupted footage included in the file.

#### Archival Fee

Finished files and project assets will be archived for 12 months. Retrieval fee after that period may require a \$480 retrieval recovery fee.



September  
2025

## “Spirits of Badgad” tour

### TERMS & POLICIES

#### **Retainer**

A 50% non-refundable retainer is due before the project starts.

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#### **Archival Fee**

Finished files and project assets will be archived for 12 months. Retrieval fee after that period may require a \$480 retrieval recovery fee.

**LIMITATION OF LIABILITY:** Client agrees that it shall not hold the Vendor or his/her agents or employees liable for any incidental, consequential, indirect, or special damages arising out of or relating to this Agreement or the services provided, except to the extent such damages result from the intentional misconduct or gross negligence of the Vendor. Client further acknowledges and agrees that the achievement of any particular results, outcomes, or performance metrics is dependent upon numerous variables beyond the reasonable control of the Vendor, and therefore no representation, warranty, or guarantee, express or implied, is made as to the attainment of any such results.

**OUT-OF-SCOPE REQUESTS:** Any features, services, or deliverables not expressly documented in this Statement of Work, shall be deemed out of scope. Requests for out-of-scope work will be documented in writing and will require a mutually agreed-upon change order, which may include adjustments to project fees, timelines, and milestones. No such work shall be performed until the change order is executed by both parties.



-GUS BERNAL-  
FILM PHOTO EDUCATION

September  
2025

# Let's Work Together ↗

## Contact Us



6316821907



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[www.gusbernal.com](http://www.gusbernal.com)



September  
2025

# Project Proposal

City of Leander - Leander  
Historical Preservation Commission  
“Spirits of Badgad” tour 2

Prepared by :  
**Gus Bernal**

Prepared for :  
**Karina Castillo**  
**City of Leander**



September  
2025

## “Spirits of Badgad” tour



### Video Estimate Proposal

Client Name: City of Leander

Prepared By: Gus Bernal: Film+Photo+Education

Date: September 26th, 2025

#### Project Overview

Estimate for recording for the event “Spirits of Badgad” tour. The event takes place at the City of Leander cemetery with approximately 5 to 6 participants and an audience. The job requires 90 minutes of driving time from South Austin and capturing footage from the 45 min event. Audio recording of the event is also needed.

Pre-Production & Prep: 3 hours

Travel (Round Trip, South Austin ↔ Leander): 1.5 hours

Event Recording (Video + Audio): 45 minutes

On-Site Setup, Wrap, & Backup: ~1 hour

Editing (Highlight Video, 3 minutes): ~6 hours (assembly, color correction, audio balancing, revisions)

Music Licensing: 1 royalty-free track (basic commercial license)

Total Estimated Billable Time: 12.25 hours

#### Delivery

Final edited videos in agreed format.



September  
2025

## “Spirits of Badgad” tour

PRICING BREAKDOWN		Cost
Prep, site visit, driving expenses		\$375
Video recording (45 min) On-Site Setup, Wrap & Backup: ~1 hour		\$405
Video Editing (highlight reel, 3 min) Music license 6 hours (assembly, color correction, revisions)		\$675
Additional expenses could be added (parking at the location or extra time)		
Equipment Fee (video + audio gear)		\$150
<b>Subtotal</b>		<b>\$1,605</b>
8.25 tax		\$132.41
<b>TOTAL</b>		<b>\$1737.41</b>

### TERMS & POLICIES

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A 50% non-refundable retainer is due before the project starts.

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September  
2025

## “Spirits of Badgad” tour

### TERMS & POLICIES

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**OUT-OF-SCOPE REQUESTS:** Any features, services, or deliverables not expressly documented in this Statement of Work, shall be deemed out of scope. Requests for out-of-scope work will be documented in writing and will require a mutually agreed-upon change order, which may include adjustments to project fees, timelines, and milestones. No such work shall be performed until the change order is executed by both parties.



-GUS BERNAL-  
FILM PHOTO EDUCATION

September  
2025

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**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Discuss and consider volunteer schedule and responsibilities for Spirits at Bagdad being held on October 18, 2025.

**BACKGROUND:**

The Leander Chamber of Commerce will be hosting the second annual Spirits at Bagdad on October 18, 2025. The Commission will volunteer at this event by setting up a station to share Leander history.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**



**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Discussion of the volunteer process for events with the Historical Preservation Commission.

**BACKGROUND:**

The Commission regularly participates at events throughout the year and often accepts requests for volunteers. This item will coordinate the process for accepting volunteers at events.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**



**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Discussion of the procedures for oral history.

**BACKGROUND:**

The Commission has participated in events where the public was invited to share their history. In addition, the Commission had previously appointed a Commission to host oral history sessions in a reserved conference room from 10 am - 12 pm every first Monday of the month. During the meeting of September 18, 2025, Commissioner Grieger was appointed to as coordinator to host the sessions. This item will discuss the standard process of the oral history.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**



**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Discussion of a marker program for historical properties within the City of Leander limits.

**BACKGROUND:**

The Commission began discussing the process for historical properties within the City of Leander during the March 2025 meeting. This item will continue to discuss the criteria and framework for a Marker Program including the cost, specifications, and qualifications.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**

1. LHPC Marker Guidelines

The following guidelines are designed to assist individuals and organizations who wish to sponsor a historical marker through the Metropolitan Historical Commission's historical marker program.

## **Significance**

Every statement on a Leander Historical Preservation Commission marker must satisfy two conditions:

- Is it significant?
- Is it accurate?

The subject of any marker erected by the Leander Historic Preservation Commission should be a *person, place, structure, or event* that has local importance and, wherever possible, significance in the broad pattern of Texas or national history. The event, person, structure, or place should have achieved historical significance fifty years or more ago. Exceptions may be made by the Leander Historical Preservation Commission if the sponsoring party can show that it is of exceptional importance.

Examples of markers that would not meet our criteria for significance:

- Markers for specific land grants
- Markers solely of genealogical or family interest
- Markers about living people
- Markers for architectural significance

***Markers to unprotected archaeological sites will also not be considered, not because of a lack of historical significance, but so as not to endanger the archaeological artifacts by drawing attention to them before they can be properly assessed and secured.***

## **Historical Fact**

Historical significance may be subjective, but factual accuracy must be proved, and documentation of every fact is required. A permanent file on each marker is kept at the Commission office so that answers may always be provided to anyone who asks for verification of a particular marker or for additional information on the subject. Your text and documentation should acknowledge historically marginalized groups—such as Native American, enslaved persons, immigrant groups, etc.— as applicable.

## **Location**

A suitable and safe location should be designated in the marker application. The same marker text cannot be approved to be placed at more than one (1) location. Generally, markers are placed within the public right-of-way. Exceptions may be made that allow a

marker to be placed on private property. In all cases, the site must be adjacent to a public road or property to facilitate installation and maintenance. If the proposed marker is to be located on private property, written consent of the owner must be filed with the Commission. If a historical marker needs to be moved to a new location, the Commission must give consent before the marker can be moved.

### **Cost**

Standard markers cost approximately \$3500-\$4000 and are generally funded by the applicant. Ask the Commission staff for specific marker costs.

### **Text specifications**

Marker texts should be approximately 480 characters and spaces, cast in 1-inch letters. The same text will appear on both sides of the marker. If the text is shorter than this, staff may help revise to reach the maximum character count.

In some cases, it may be appropriate for a longer text to "wrap" the marker, with text continuing on the reverse side of the marker, or to have text on one side and a metal photograph on the other. These markers are more expensive than standard markers. Please indicate if you wish to pursue one of these options when you submit your application.

### **Marker Approval**

The Commission staff and the sponsoring party will work together to write a suitable marker text before it is submitted to the Commission for approval. If the Commission staff feels that the submitted draft text is not compatible with the standards of the Leander Historical Preservation Commission, the sponsoring party will be notified immediately. The staff will help with any corrections or improvements that can be made to revise the proposed text.

Once the staff and sponsoring party agree to a suitable marker text, it will be submitted to the Commission for approval. The Commission generally will consider and vote on the proposed marker at the next regularly scheduled Commission meeting. The Commission meets monthly on the third Monday of the month. After Commission approval, allow approximately twenty-four (24) weeks manufacturing time for the casting, shipping, and erection of the marker.

Marker proposals must be submitted for consideration to the Leander Historical Preservation Commission staff four (4) to six (6) weeks before a regular meeting of the Commission, to allow time for staff review and revisions.

## **Historical Marker Application Process**

Proposals should be submitted in the form of a letter to the Commission, and should include the following:

1. The name of the person, place, structure, or event for which the marker is to be erected and a statement of significance of the same.
2. A copy of the proposed marker text with documentation sheet for the information put forth in each sentence in the text (see documentation sheet sample below).
3. A proposed location for the marker, documented by photographs and/or maps, and a letter of permission of the property owner.
4. The source of funding for the marker, and written statement guaranteeing payment.

Markers are generally placed in the right-of-way rather than on private property, but a letter of permission from the property owner, indicating that they consent to a marker being placed in front of their property, is still required. The staff is available to work with individuals and organizations proposing historical markers to advise on the text, references, and placement of markers.

The staff **MUST** have a letter from an organization guaranteeing payment for the marker before a marker can be ordered. This letter should be on the organization's letterhead with a billing address clearly stated. A copy of this letter and the billing address of the individual or organization sponsoring the marker will be sent to the manufacturer. The manufacturer will bill the sponsoring organization directly. **DO NOT** make checks to the Leander Historical Preservation Commission.

*List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.*

The Leander Park and Ride is operated by the City of Leander and CapMetro.

The train line they use today for CapMetro redline is the same train line they used to transport Pink Granite from Marble Falls to Austin to build the Capitol in the 1880s.

*Each fact must be verified with notation of the source material. You must include a copy of the page from each document that was used.*

<https://www.capmetro.org/park-ride/leander-station-park-ride>

<https://www.tshaonline.org/handbook/entries/austin-and-northwestern-railroad>



**EXECUTIVE SUMMARY**  
**10/15/2025**

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**AGENDA SUBJECT:**

Discuss and consider topics to submit for the Central Texas Learning Festival held in March 2026.

**BACKGROUND:**

The Commission voted during the January 17, 2025 meeting to participate in the festival for the upcoming year. The Central Texas Learning Festival was held on March 5, 2025 through March 9, 2025 this year.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**