



**CITY OF NEW BRAUNFELS, TEXAS  
HERITAGE COMMISSION MEETING**



**CITY HALL - TEJAS ROOM  
550 LANDA STREET**

**FRIDAY, FEBRUARY 7, 2025 at 1:00 PM**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **APPROVAL OF MINUTES**
  - A) Discuss and consider the approval of the December 4, [25-159](#) 2024 meeting minutes.
- 4. **CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Heritage Commission on issues and items of concerns not on this agenda. There will be no action at this time.*

- 5. **INDIVIDUAL ITEMS FOR CONSIDERATION**
  - A) Discuss and consider the approval of an update to the [25-157](#) Heritage Commission bylaws.
- 6. **ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

\_\_\_\_\_  
Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# Heritage Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

**2/7/2025**

Agenda Item No. A)

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**FINAL - MINUTES  
OF THE NEW BRAUNFELS HERITAGE COMMISSION  
REGULAR MEETING OF WEDNESDAY, DECEMBER 4, 2024**

**AGENDA**

**1. CALL TO ORDER**

**Pamela Brandt called the meeting to order at 5:31 p.m.**

**2. ROLL CALL**

**Ryan Bourbon-Stuart, Bradford Jones, Pam Brandt, Veronica Castillo, and Tammy Walden were present.**

**Vanessa Dean and Kristi Simmons were absent.**

**3. APPROVAL OF MINUTES**

A) Discuss and consider the approval of the October 8, 2024 meeting minutes.

**Pamela Brandt read the aforementioned item.**

**Bradford Jones moved to approve the minutes. Tammy Walden seconded the motion which passed unanimously.**

**4. CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Heritage Commission on issues and items of concerns not on this agenda. There will be no action at this time.*

**The following individual spoke at this time: Justin Ball.**

**5. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) Discuss and consider the adoption of a post event reporting form for a trial during the 2025 award year and implementation in the 2026 award year.

**Pamela Brandt read the aforementioned item.**

**Matthew Schwarz presented the item. A representative from The Sophienburg spoke.**

**Tammy Walden moved to approve this item. Veronica Castillo seconded and the item passed unanimously.**

B) Discuss and consider action regarding allocations of hotel occupancy tax collected in 2024 to Heritage organization applicants for the 2025 award period.

**Pamela Brandt read the aforementioned item.**

**Matthew Schwarz presented this item which included the five Heritage applicants. A representative from The Sophienburg spoke and the Commissioners deliberated. A total of \$368,906 in funds were distributed to the applicants (please see amounts awarded below).**

**Heritage Society of New Braunfels - \$92,711**

**New Braunfels Conservation Society - \$72,106**

**New Braunfels Historic Railroad & Modelers Society - \$96,377**

**Sophienburg Archives & Museum - \$96,567**

**New Braunfels Art League - \$11,144**

**Bradford Jones moved to approve the item. Ryan Bourbon-Stuart seconded the motion which passed unanimously.**

**6. ADJOURNMENT**

Pamela Brandt adjourned at 5:49 PM.

By: \_\_\_\_\_  
CHAIR



# Heritage Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

**2/7/2025**

Agenda Item No. A)

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# **BYLAWS OF THE**

## **CITY OF NEW BRAUNFELS HERITAGE COMMISSION**

New Braunfels, Texas

### **ARTICLE I**

Name

The name of this organization shall be The New Braunfels Heritage Commission.

### **ARTICLE II**

Object (or Purpose)

The object (purpose) of this organization shall be to: To serve in an advisory capacity to the City Council on matters relating to heritage and historic preservation activities, events and projects that will benefit the citizens of the City. The Commission shall advise the City Council on uses of any funding that may be available from private and/or public sources that will benefit any local heritage activity, project, or organization serving the citizens of the City; such advice and/or recommendations on uses of funds shall not be restricted in any manner except by law.

### **ARTICLE III**

Members

#### *Section 1. Appointments*

The New Braunfels Heritage Commission shall be composed of seven (7) citizens of the City, who are interested in historic preservation and heritage activities. Such Commission shall consist of

seven members, with appointments being made by the City Council so that the terms of each member of such Commission shall be for three years, staggered so that no more than three members shall be appointed each year. Unexpired terms shall be filled by the City Council.

### *Section 2. Resignations*

Any member resigning shall submit a letter of resignation to the ~~Mayor~~ **City Secretary's Office** and ~~the resignation shall be approved by the City Council at the next regularly scheduled meeting~~ **shall thereby be removed from the Commission upon receipt.**

### *Section 3. Absenteeism*

A Commission member shall be assumed to have resigned ~~his or her~~ **the commission member's** position, thereby forfeiting ~~his or her~~ **the commission member's** unexpired term of office if, during the ~~calendar year~~ **member's current appointed term**, the commission member is absent ~~three (3)~~ **two (2)** consecutive times or a total of ~~four (4)~~ **three (3)** times including special meetings, provided at least five (5) days' notice has been given.

## ARTICLE IV

### Officers

A ~~chairman~~ **chairperson**, and ~~vice-chairman~~ **vice-chairperson** shall be elected by the membership of the organization at the annual meeting, to serve a one-year term.

and

No member may hold more than one office at a time.

The ~~Chairman~~ **Chairperson** shall preside at all meetings of the Commission and shall be a voting member, shall appoint special and standing committee ~~chairmen~~ **chairpersons**, and shall have the authority to appoint special committees as deemed necessary by the membership. The ~~chairman~~ **chairperson** shall be an ex-officio member of all committees, without vote.

The ~~Vice-Chairman~~ **Vice-Chairperson** shall assist the ~~chairman~~ **chairperson** as needed and shall serve as the presiding officer in the absence of the ~~chairman~~ **chairperson**. The ~~vice-chairman~~ **vice-chairperson** shall have the right to vote on all issues that come before the membership.

Any vacancy in an office shall be filled by election of the Commission at its next regular or special meeting.

## ARTICLE V

### Meetings

*Section 1.* A regular meeting of the Commission shall be held in ~~March~~ **December** of each year unless it is determined by the ~~chairman~~ **chairperson** that a specific meeting date and time must be changed due to the weather, lack of a quorum or some other sufficient reason. The Commission has the authority to change the meeting day and date by a majority vote of those present and voting when a quorum is present.

*Section 2.* The Commission is empowered to hold and conduct public meetings, which must be open to the public in accordance with the Texas Open Meeting Act, Chapter 551, Texas Government Code.

*Section 3.* The Commission or the ~~Chairman~~ **Chairperson** shall have the authority to call a special meeting with at least five (5) days' notice to all members. Only the business specified in the call of the meeting may be discussed.

*Section 4.* A majority of the members shall constitute a quorum.

## ARTICLE VI

### Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Commission in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any special rules, the City Charter, or State law.

## ARTICLE VII

### Amendment of ByLaws

These bylaws may be amended at any regular or special meeting of the commission by a two-third (2/3) vote of those present and voting with a quorum in attendance, provided at least ~~fifteen (15)~~ **five (5)** days ~~written~~ notice has been given to all members. ~~No amendment adopted by the commission shall become effective until after approval by the City Council.~~ **Amendments made to Article III must be approved by the City Council following the recommendation of the commission.**

Revised December 19, 2024