



**CITY OF NEW BRAUNFELS, TEXAS
CEMETERY COMMITTEE MEETING**



**LANDA HAUS
360 AQUATIC CIRCLE**

THURSDAY, MAY 22, 2025 at 4:00 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Discuss and consider approval of the April 24, 2025 [25-655](#)
minutes of the Cemetery Committee

Discuss and consider approval of the April 24, 2025 [25-662](#)
minutes of the Cemetery Committee

4. CITIZEN'S COMMUNICATIONS

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

5. DISCUSSION AND ACTION

National Register nomination of the New Braunfels [25-656](#)
Cemetery

Update on Field of Graves [25-657](#)

Update on Cemetery Software [25-659](#)

2025 Soul Searching Event [25-660](#)

Gate at the New Braunfels Cemetery [25-661](#)

No action may be taken.

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.

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Parks Director

SUBJECT:

Discuss and consider approval of the April 24, 2025 minutes of the Cemetery Committee

DISCUSSION:

N/A

RECOMMENDATION:

N/A

CEMETERY COMMITTEE MINUTES

Thursday, April 24, 2025 @ 4:00 pm, Landa Haus

1. **CALL TO ORDER:**

4:08 p.m.

2. **ROLL CALL:**

	Lynn Thompson (Chair)	X	Cynthia Foster		Jeff Bransford (Park Staff)
X	Dana Watson (Vice Chair)	X	Jillian Bliss		Samantha Morrison (Park Staff)
X	Kyle Coker	X	Chad Donegan (Park Staff)	X	Gene Bagwell (Cemetery Manager)
X	Connie Krause		Geronimo Aguirre (Park Staff)	X	Hunter Haberly (Cemetery Sexton)
	Jan Kingsbury	X	Shari Silvio (Park Staff)	X	Davis Brown (Parks Intern)

3. **APPROVAL OF MINUTES**

- a. Approval of regular meeting minutes from March 27, 2025

4. **CITIZEN'S COMMUNICATIONS**

5. **DISCUSSION AND ACTION**

a. National Register Nomination of the New Braunfels Cemetery

Katie Totman is still working on the National Register Nomination. She had delayed sending the form to the committee, hoping to complete it on her own, but will let the group know if she needs assistance. The committee has requested to review the nomination before it is submitted, so Chad will reach out to Katie and ask her to send it out for review prior to submission.

b. Field of Graves

TCI is still finalizing the consultant contract to begin the redesign of the field of graves. They may have an update for the group at the next meeting.

c. Cemetery Software

The City Secretary's Office is still awaiting the recording of the training from Chronicle before they can send it out to everyone. They will provide an update to the committee once it's ready.

d. 2025 Soul Searching

The identification and placement of four designated individuals connected to cotton farming and textile professions have been finalized. Some challenges have arisen regarding spacing and the placement of entertainment to ensure the exit trailer remains unobstructed, which the group is currently addressing.

Jan Kingsbury is actively seeking sponsors, and Park Admin staff plans to review and potentially revise the sponsorship letter in the coming week.

Connie Kraus will contribute her portable sewing machine and quilts made from historical materials as props. Committee members will work on acquiring cotton scales and other authentic cotton farming props. The group also discussed purchasing artificial cotton stems from Hobby Lobby or Michael's to avoid potential issues with defoliants and will explore this option further.

e. Gate at the New Braunfels Cemetery

Chad informed the group that the installation of the new turnstile is scheduled to begin next week. He plans to have photos to share at the next meeting.

ITEMS FOR NEXT AGENDA

- A. National Register Nomination
- B. Field of Graves
- C. Cemetery Software
- D. 2025 Soul Searching
- E. Status of the New Braunfels Cemetery gate

6. ADJOURNMENT

4:29 pm

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Parks Director

SUBJECT:

Discuss and consider approval of the April 24, 2025 minutes of the Cemetery Committee

DISCUSSION:

N/A

RECOMMENDATION:

N/A

CEMETERY COMMITTEE MINUTES

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X	Dana Watson (Vice Chair)	X	Jillian Bliss		Samantha Morrison (Park Staff)
X	Kyle Coker	X	Chad Donegan (Park Staff)	X	Gene Bagwell (Cemetery Manager)
X	Connie Krause		Geronimo Aguirre (Park Staff)	X	Hunter Haberly (Cemetery Sexton)
	Jan Kingsbury	X	Shari Silvio (Park Staff)	X	Davis Brown (Parks Intern)

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6. ADJOURNMENT

4:29 pm



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

5/22/2025

Agenda Item No.

PRESENTER:

Katie Totman, Historical Preservation Officer

SUBJECT:

National Register nomination of the New Braunfels Cemetery



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Director

SUBJECT:

Update on Field of Graves



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Parks Director

SUBJECT:

Update on Cemetery Software



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Director

SUBJECT:

2025 Soul Searching Event



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

5/22/2025

Agenda Item No.

PRESENTER:

Chad Donegan, Director

SUBJECT:

Gate at the New Braunfels Cemetery