



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



**LANDA HAUS
360 AQUATIC CIRCLE**

THURSDAY, JANUARY 23, 2025 at 4:00 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A) Discuss and consider approval of the October 24, 2024 [25-88](#) 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

A) Update on Field of Graves [25-89](#)

B) Update on Cemetery Software [25-90](#)
- Temporary employment position

C) 2025 Soul Searching Event [25-91](#)
- Soul Searching Book
- Adding in additional tour dates
- Theme

6. ITEMS FOR NEXT AGENDA

No action may be taken.

7. 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.



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

1/23/2025

Agenda Item No. A)

PRESENTER:

Chad Donegan, Parks Director

SUBJECT:

Discuss and consider approval of the October 24, 2024 minutes of the Cemetery Committee

DISCUSSION:

N/A

RECOMMENDATION:

N/A

CEMETERY COMMITTEE MINUTES

Thursday, October 24, 2024 @ 4:00 pm, Landa Haus

1. **CALL TO ORDER:**

4:04 p.m.

2. **ROLL CALL:**

X	Lynn Thompson (Chair)	X	Cynthia Foster		Samantha Morrison (Park Staff)
X	Dana Watson (Vice Chair)	X	Jillian Bliss		Gene Bagwell (Cemetery Manager)
	Raenel Schertz	X	Chad Donegan (Park Staff)	X	Hunter Haberly (Cemetery Sexton)
X	Connie Krause		Geronimo Aguirre (Park Staff)		
X	Jan Kingsbury	X	Shari Silvio (Park Staff)		

3. **APPROVAL OF MINUTES**

- a. Approval of regular meeting minutes from Sept 26, 2024

4. **CITIZEN’S COMMUNICATIONS**

Penni Salge and Melissa Mitchell would like to request that the event be held twice a year due to high demand and considering the growth of the town.

5. **PRESENTATIONS**

N/A

6. **DISCUSSION AND ACTION**

a. **Field of Graves**

Chad presented the following information from Brenadette Faust with TCI regarding project updates:

- Contract for mechanical scraping has been executed
- Notice to Proceed (NTP) was issued
- Texas State has coordinated with THC and has been grant authority to modify our existing workplan rather than submitting a new permit
- THC has agreed to visit onsite while mechanical scraping occurs to assist in assessing and providing direction on any finds
 - This should help to ensure that work can be completed quickly and without waiting for further determination
- A schedule for fieldwork is expected next week
- All work will be complete and the final report filed before 12/20.

b. **Cemetery Software**

Chad presented the following information from Natalie Baker with City Secretary’s office regarding the Chronicle software updates:

- We had anticipated delivering the project this Friday, but we recently encountered some unexpected setbacks. My sincere apologies for the delay. The delay is due to the QC process taking longer than expected and the move of our database from Australia to a US server to better support US maps. This required our GIS team to temporarily pause uploading map updates. However, we are now set to deliver on November 7.

c. 2024 Soul Searching Recap

The 2024 event was wonderful! The group discussed what went well and what we can work on for next years event. The discussion of adding in additional golf cart tours each night was brought up to consider. Connie went over ideas on themes for next years events – possibly having scientists and inventors or textiles and fashion.

ITEMS FOR NEXT AGENDA

- A. Field of Graves
- B. Cemetery Software
- C. 2024 Soul Searching
 - Soul Searching Book
 - Adding additional tour dates
 - Theme

7. ADJOURNMENT

5:05 pm



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

1/23/2025

Agenda Item No. A)

PRESENTER:

Chad Donegan, Director

SUBJECT:

Update on Field of Graves



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

1/23/2025

Agenda Item No. B)

PRESENTER:

Gayle Wilkerson, Natalie Barker, City Secretary's Office, & Chad Donegan, Parks Director

SUBJECT:

Update on Cemetery Software

- Temporary employment position

1/23/2025

Agenda Item No. C)

PRESENTER:

Chad Donegan, Director

SUBJECT:

2025 Soul Searching Event

- Soul Searching Book
- Adding in additional tour dates
- Theme