

# CEMETERY COMMITTEE MINUTES

Thursday, March 27, 2025 @ 4:00 pm, Landa Haus

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## 1. CALL TO ORDER:

4:02 p.m.

## 2. ROLL CALL:

X	Lynn Thompson (Chair)	X	Cynthia Foster	X	Katie Totman (Historical Preservation Officer)
X	Dana Watson (Vice Chair)	X	Jillian Bliss		Samantha Morrison (Park Staff)
X	Kyle Coker	X	Chad Donegan (Park Staff)	X	Bernadette Faust (TCI)
X	Connie Krause		Geronimo Aguirre (Park Staff)	X	Natalie Baker (City Secretary)
X	Jan Kingsbury	X	Shari Silvio (Park Staff)	X	Davis Brown (Parks Intern)

## 3. APPROVAL OF MINUTES

- a. Approval of regular meeting minutes from Jan 23, 2025

## 4. CITIZEN'S COMMUNICATIONS

## 5. PRESENTATIONS

N/A

## 6. DISCUSSION AND ACTION

### a. National Register Nomination of the New Braunfels Cemetery

Katie Totman, Historical Preservation Officer, is seeking the committee's assistance to address the outstanding areas of the nomination form for submission. She will email the unfinished nomination form to the group and members are encouraged to review and assist with the necessary research and responses. Mrs. Totman will follow up at the next meeting.

### b. Field of Graves

Brenadette Faust, with TCI, provided an update regarding this ongoing project, recalling that after the second round of mechanical scraping, it was remembered that Harmon Duke had previously done work related to the cemetery. As a result, Jeff and Chad reached out to him and his firm, MHS, to explore the possibility of moving the project forward. Brenadette shared that MHS has provided a proposal with a fee of \$24,000 for the design of the new memorial. The City team would like approval to proceed with the contract with MHS for the full \$24,000, but with the understanding that the contract can be ended if the committee decides not to move forward at any point. The committee discussed the timeline, with MHS estimating six to eight

weeks to begin presenting concepts. Progress payments will be made based on milestones, and the committee will receive a concept drawing after Phase 1. A motion was made to approve the \$24,000 fee for the design and construction documents, with the understanding that the contract can be terminated after the initial concept phase. The motion was seconded, and there were no objections. The vote was unanimous in favor of proceeding.

**c. Cemetery Software**

Natalie Baker with the City Secretary office was able to update the group that the data entry phase for the cemetery software is complete due to the help of a temporary worker who successfully entered information for the remaining 9,200 plots. The process took eight weeks, slightly longer than the estimated seven weeks due to weather conditions in the area. Natalie will work with Shari to schedule trainings for the committee.

**d. 2025 Soul Searching**

Theme has been updated for 2025 and will be “Cotton - From Boll to Textile”. Jan will continue working on securing sponsors for the event. This will include reaching out to clothing stores and thrift stores to gather support. The group will continue to collaborate on finalizing the souls to be portrayed and discussing the appropriate props to be used in the event such as cotton sacks, patchwork quilts, and portable sewing machines.

**e. Gate at the New Braunfels Cemetery**

Chad presented multiple options for addressing the damaged side of the gate at the New Braunfels Cemetery which has been pried open by individuals and used as an entry point.

- **Option 1:** A simple repair for \$1,000, which would not fully replace the gate.
- **Option 2:** Replacement of two posts for \$1,900.
- **Option 3:** Full replacement of posts and gate, matching the front with stone, for \$6,200.
- **Option 4:** Installation of a turnstile for \$1,200, which would allow people to exit without damaging the gate, while also addressing the issue of unauthorized entry

The committee considered the cost difference between the options. The turnstile (\$1,200) option was seen as a more cost-effective solution compared to the \$6,200 full gate replacement, which would not significantly improve accessibility for vehicles. A motion was made to approve the installation of the turnstile for \$1,200. The motion was seconded, and a unanimous vote followed in favor of the turnstile option. The Parks and Recreation Department will move forward with the installation of the turnstile.

## **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

## **7. ADJOURNMENT**

**5:05 pm**