



CITY OF NEW BRAUNFELS, TEXAS
CEMETERY COMMITTEE MEETING



PARKS ADMINISTRATIVE OFFICE
110 GOLF COURSE ROAD

THURSDAY, AUGUST 26, 2021 at 4:00 PM

AGENDA

- 1. **CALL TO ORDER**
 - 2. **ROLL CALL**
 - 3. **APPROVAL OF MINUTES**
 - A) Discuss and consider approval of July 22, 2021 Minutes [21-846](#) of the New Braunfels Cemetery Committee.
 - 4. **CITIZEN'S COMMUNICATIONS**
 - 5. **PRESENTATIONS**
 - 6. **DISCUSSION AND ACTION**
 - A) Soul Searching 2021 Planning [21-845](#)
 - B) Headstone Cleaning Workshop Discussion [21-848](#)
 - C) Discussion regarding Mordhorst Historic Marker Dedication Date and Time [21-847](#)
 - 7. **ITEMS FOR NEXT AGENDA**
- No action may be taken.*
- 8. **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 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



City Council Agenda Item Report

550 Landa Street
New Braunfels, TX

8/26/2021

Agenda Item No. A)

PRESENTER:

Stacey Dicke

SUBJECT:

Discuss and consider approval of July 22, 2021 Minutes of the New Braunfels Cemetery Committee.

DISCUSSION:

N/A

RECOMMENDATION:

N/A



PARKS AND RECREATION DEPARTMENT

**CITY OF NEW BRAUNFELS CEMETERY COMMITTEE
REGULAR MEETING MINUTES
PARKS ADMINISTRATIVE OFFICE
110 Golf Course Road
New Braunfels, TX 78130
July 22, 2021 at 4:00 PM**

CALL TO ORDER

The meeting was called to order by Ron Hamel 4:11 p.m.

ROLL CALL

Committee members present: Ron Hamel, Tammy Albrecht, Raenel Schertz, Lynn Thompson, Connie Krause Allyson Zipp, Betty Kyle and Gene Bagwell (Maintenance Management).

Staff members present: Stacey Dicke, Parks Director, Ylda Capriccioso, Park Development Manager.

APPROVAL OF MINUTES

The motion was made by Lynn Thompson and second by Raenel Schertz to approve the minutes. The motion was carried by the committee, with the correction of location of the meeting from Landa Haus to the Parks Office.

CITIZENS COMMUNICATIONS

No citizen's communication.

Presentations

None

DISCUSSION AND ACTION

A. Update on Board /Commission/Committee Term Dates

Stacey informed the committee the City Secretary's office has recommended for the boards and commissions to be split in to two groups aligning the term dates to two times per year. The applications will be done in September and the appointments in November. The Parks and Recreation Advisory Board, Cemetery Committee and the Landa Park Golf Course Advisory Board would all fall under the fall terms. The new board member will start in

December. They have a new software for all boards and all applications will be done online. Betty Kyle was appointed by Park Board and her term date will need to be updated. Ron would like to exercise the calendar when we have meetings in November.

B. Soul Searching 2021

Stacey provided the committee an updated worksheet for the event. The committee discussed the logistics with Stacey. Connie inquired on the flashlights and if we have sufficient inventory. Stacey informed Connie that we inventory supplies two months prior to the event. The committee was informed that a new Creative Marketing Coordinator was hired, and her name is Amy. Connie confirmed that the scripts were complete. Ron stated that Patrick Aten will volunteer. The committee members will work with their soulmates and will take the responsibility and inquire if they need help with props. Lynn inquired on details on how props are provided. She was informed that Parks does not provide props and the committee member helps their souls with their props. Ron contacted the volunteers and was informed some can only volunteer one night. He also still needs two more sponsors for the golf carts. Allyson has volunteered to be a sponsor of a golf cart. Only one sponsor is now needed for the golf carts. The also had discussion on potentials business donors.

C. New Braunfels Cemetery Workday

The committee members all agreed that there was a lot of work done on the June workday. They also discussed not to schedule a workday in summer. Allyson stated that they should concentrate on the graves and the landscape should be done by the Parks Department. Ron inquired if they were at liberty to clean up grave sites. The committee can clean the graves that the family has given their consent. Stacey replied that it is totally up to the committee as to what they want to do but informed them that all the work they did was a big help to our department. Ron stated it was good to be visual and show the neighborhood that we care. Connie inquired if we could get any public relations to show the public we care. Tammy inquired if Gene's company only mow in the cemeteries. Gene's company's contract is only for mowing. Tammy also stated that a good job was done in the cleaning of the cemetery and could it be done again in March.

D. Discuss Mordhorst Historic Marker Dedication Date and Time

The historic marker was placed on the grave of Mordhorst and due to the pandemic, there was no marker dedication. The dedication could be thirty minutes to an hour. They discussed February as the month for the dedication and possibly using Landa Haus on a Saturday.

ADJOURNMENT

The meeting adjourned at 5:29 p.m.

	Current Term	Regular & Special Meetings Held 10/20 – 9/21	Attended	Missed	Special Meeting
Allyson Zipp	11/18/14 - 11/30/21		9		
Betty Kyle	11/18/14 - 11/30/23		7	2	
Connie Krause	11/18/14 - 11/30/23		7	2	
Tammy Albrecht	11/18/14 - 11/30/23		9		
Ron Hamel	4/21/15 - 11/30/21		9		
Lynn Thompson	11/17/20 - 11/30/23		9		
Raenel Schertz	12/18/18 - 11/30/21		7	2	



Cemetery Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

8/26/2021

Agenda Item No. A)

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

Soul Searching 2021 Planning

DISCUSSION:

[Enter Text Here]

RECOMMENDATION:

N/A

2021 Soul Searching Planning Document

October 22 & 23, 2021

Tickets = \$20

Tickets on Sale: August 16

Theme: 175th Celebration

Volunteer Meeting: September 16

Rehearsal: October 7

Logistics

Purpose: To provide for set up, take down, site plan, security, and needed equipment for event

- Reserve Cypress Bend Park (done)
- Determine Route (Betty, Ron, Connie) (done)
- Reserve equipment

Task	Assigned to:	Completed
36 bales of hay from Co-Op 5 bales at rest stop, 22 bales on trailers, 9 bales at registration	JD	
Two trailers: one from Parks Department (21'), one from Jimmy Owens (22')	JD	
Committee to bring blankets to put on hay bales plus 20 donated blankets	Committee/JD	
Rent 6 golf carts (Six passenger carts = 24 guests and 6 drivers/guides) <i>Affordable Cart Rental, San Marcos</i>	Ron	
Confirm if donations are secured for golf carts	Ron	
Lanterns (city 14) Solar lights and spotlights for actors	Lupe	
Flashlights: have 105 (donated by Gene)	Lupe	
10 Hand radios provided by Gene	Gene	
Tables – 6 (4 check in, 1 evals, 1 flashlights) add 2 for coffee if needed	JD	

36 Chairs provided by Gene (six at each soul stop)		
12 chairs for registration area	Rec Center/JD	
Tent for check in provided by Jimmy Owens	JD	
500 Water bottles provided by HEB	Ron	
Schedule site set up	Stacey	
2 galvanized tubs for flashlights	JD	
2 large ice chest for water bottles plus one small ice chest for coffee creamer if needed	JD	
Trailer from Gene to store props overnight	Gene	
Schedule site take down	Stacey	
Refer to take down schedule	All	
Parking Work with Rangers for parking logistics (Fri 5:30 – end; Sat 5:00 – end) Create map of parking area	Rangers	
Reserve lights/generator for parking area	JD/Marika	
Clipboards, roster of tickets (2 for each night), pens, surveys, volunteer sign in sheet, golf cart signs, credit card forms, food for volunteers, cookbooks to sell, 2 box coffee mugs to sell, coffee/coco and supplies, lights for music stands, paper towels, tape gun, scotch tape, zip ties for signs, batteries (AAA & D), change fund, hole puncher	Lupe	

Promotions:

Purpose: To work with Marketing Coordinator to promote the event and coordinate ticket sales

Task	Assigned to:	Completed
Posters (if needed), PSA, newspaper ad (if needed), program, Chamber calendar, postcards to hand out	Parks	
Banner on cemetery fence	Parks	
Story for Herald Zeitung		
Confirm professional photographer to take photos during event	Parks	
Committee member to retrieve photos of "souls" from Sophienburg or family members for use in program	Tammy	

Scripts

Purpose: To research histories of each soul and use information to write scripts for each year's performances. Scripts will be done by September 1st of each year.

Task	Assigned to:	Completed
Perform research at local archives, interview families, review church records, etc. to develop histories for souls.	Writers	Done
Work to develop histories into narratives.	Writers	Done

Decorating

Purpose: To decorate the welcoming area/tent, cemetery gates, trailers, and provide lighting throughout the tour route.

Task	Assigned to:	Completed
Decorate the welcome tent and Cypress Bend Pavilion	Tammy, Allyson	
Provide blankets for the hay bales on the trailers for guests to sit upon	Committee	

Set out lighting (solar lights or other) along path for tour	Stacey/Ron	
Lanterns and/or twinkle lights under tent for lighting after dark	Tammy, Allyson	
Tables/Chairs <ul style="list-style-type: none"> • Four tables and four chairs for check in • Six chairs at each soul stop for guests who need to sit • One table and two chairs for evaluations • One table for flashlights • Five hay bales at rest area for sitting during entertainment • Additional bales at check in for seating 	Park Ops	

Props

Purpose: To decorate the grave of each soul with props appropriate according to each narrative/story.

Task	Assigned to:	Completed
Needs all requests by August	Soul Mates	
Acquire all props needed for soul stops	Soul Mates	
Bring props to cemetery and set at graves	Soul Mates	
Collect valuable/weather sensitive decorations to store overnight on Friday and reset on Saturday	JD	
Collect all props after end of event on Saturday	Soul Mates	

Volunteers

Purpose: To solicit volunteer actors/actresses, tour guides and other volunteers to assist with the event.

Task	Assigned to:	Completed
Select/Confirm Actors	Stacey	
Select Tour Guides	Ron	
Provide scripts to actors and tour guides	Ron	
Attend rehearsal with actors to answer questions and gauge voice levels on site	Committee	
Provide gift bags to Actors with snacks and water	Raenel	
Recruit other volunteers to fill volunteer duties Load hayrides, Unload hayrides/pass out flashlights, conduct surveys, Host at Water Stop, Golf Cart Drivers	Ron/Stacey/Betty	

Merchandise Table

Task	Assigned to:	Completed
Display items for sale on table	Allyson/Tammy	
Change fund for cash payments/square for credit/cash box	Lupe	

8/26/2021

Agenda Item No. B)

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

Headstone Cleaning Workshop Discussion

DISCUSSION:

The Committee previously discussed holding a workshop to educate advocates and volunteers on the correct techniques to clean a headstone.

Lisa Hajek, Tri-County Gravesite Maintenance, has offered to co-host the workshop with the Committee.

The Committee should continue planning for a future workshop if still desired.

RECOMMENDATION:

N/A

8/26/2021

Agenda Item No. C)

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

Discussion regarding Mordhorst Historic Marker Dedication Date and Time

DISCUSSION:

The Committee agreed to hold the Mordhorst Historic Marker Dedication in February, the same month Mordhorst was born and subsequently died.

Connie Krause suggested holding a short ribbon cutting at the cemetery, followed by a reception at the Library.

The Committee should discuss specific dates, and other details.

RECOMMENDATION:

N/A