



Commissioners

Lewis Bramlett, Chair
Lizz Gray, Vice Chair
Judi Burrell
Jim Poole
Rebecca Carlson
Tony Taylor

**Cemetery Preservation Commission
Meeting Agenda
July 11, 2024 4:00 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Minutes: May 09, 2024**
Consideration to approve the May 9, 2024, Cemetery Preservation Commission minutes.
- 3. Financial Report**
 - A. Financials: May and June 2024**
Receipt of the May and June 2024, Cemetery Trust Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Update: Structure Maintenance**
- 6. New Business**
 - A. Events: 2024 Kennesaw City Cemetery Special Events**
Consideration to approve co-sponsoring the Daughters of the American Revolution, Kennesaw Mountain Chapter's Wreaths Across America event; the Cemetery Preservation Foundation's Life in the Cemetery event; and to approve the proposed Cemetery Clean Up workshop.
 - B. Presentation: Cemetery Mobility Plan**
Draft presentation of the multiphased Kennesaw Cemetery Mobility Plan including sodding, paving, parking, and signage.
 - C. Presentation: Cemetery ArcGIS Map**

7. Staff Comment

8. Adjourn

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
May 9, 2024
4:00 PM

1. Call to Order / Roll Call

Chairman Lewis Bramlett called the meeting to order at 4:01 p.m. Commission members present were Lizz Gray, Judi Burrell, and Jim Poole. Commissioner Rebecca Carlson was present through Zoom, but did not vote. City liaisons present included Councilmember Pat Ferris, Assistant Public Works Director Tim Cox, City Clerk Lea Alvarez and Deputy City Clerk Christie Burgner. Kennesaw Cemetery Foundation Secretary Andrew Bramlett was present. Residents Tony Taylor and Benjamin Baxley were also present.

2. Approval of the Meeting Minutes

A. Minutes: April 11 Cemetery Preservation Commission Meeting

Approval of the April 2024 Cemetery Preservation Commission minutes.

Vice Chair Gray moved to approve the April 2024 Cemetery Preservation Commission draft minutes. Commissioner Burrell seconded the motion. Vote taken, unanimously approved (3:0). Motion passed.

3. Financial Report

A. Financials: April 2024

Consideration to approve the April 2024 Cemetery Trust Fund financials.

Commissioner Burrell moved to approve the April 2024 Cemetery Preservation Commission financials as presented. Commissioner Poole seconded the motion. Vote taken, unanimously approved (3:0). Motion passed.

4. Cemetery Preservation Foundation Update

Prior to the update, Chairman Bramlett introduced Tony Taylor to the Commission as he is interested in becoming a commission member.

Kennesaw Cemetery Foundation Secretary Andrew Bramlett provided updates including: plans are beginning for the October tour, the Foundation is still working to update their website and budget, a recent photo was taken with the Friends of Camp McDonald bench at the cemetery, and the members are still hopeful that the application for the National Register of Historic Places will be continued.

5. Old Business

A. Budget: FY25 Budget Recommendation

Consideration to recommend approval of the proposed FY 25 Cemetery budget.

City Clerk Lea Alvarez provided information on the proposed FY25 Budget. Ms. Alvarez reviewed items the Commission had seemed interested in including in the budget: trash cans, cleaning supplies, printing for the kiosks, replacement/renewal of flags, new benches, headstone repair, and refreshing gravel in parking areas. Assistant Public Works Director Tim Cox advised public works would be removing barrels, placing bumpers and refreshing gravel to encourage visitors to park in the pergola area. The materials used for the parking area will be paid for by Public Works and the Commission will reimburse at about \$500. Councilmember Pat Ferris asked what projects were still on the Master Plan after the commission had accomplished so much this year. Discussion held regarding paving including: the one-way street circle would be paved with the other streets being sealed or removed and sodded, removing the wooden posts/chains and adding bollards, and how to pay for the paving project. Mr. Ferris suggests requesting the monies from the City budget for the next couple of years.

Vice Chair Gray moved to approve the proposed FY25 Budget as presented.

Commissioner Burrell seconded the motion.

Vote taken, unanimously approved (3:0). Motion passed.

6. New Business

A. Discussion: Use of Camp McDonald as Disc Golf Course

Requested by Benjamin Baxley for feedback on how the proposed use would impact the cemetery.

This agenda item was not presented or discussed.

B. Wayfinding Signage: Sections

Consideration to approve installing wayfinding signage in the Kennesaw City Cemetery.

Ms. Alvarez stated she had discussed wayfinding signage with the Communications department, who advised the cemetery should maintain its current black and tan signage. Therefore, Ms. Alvarez has reached out to Signs & More who provided the signs at the cemetery. Vice Chair Gray wondered if the cemetery sections could be renamed. Ms. Alvarez advised against that suggestion.

7. Staff Comment

Commissioner Burrell thanked Mr. Cox and his crew as they have done a great job at the cemetery. Ms. Alvarez provided updates including: Mo-Nady will proceed with the four approved maintenance projects, Mr. Cox and crew are working on survey pin cover placement as they have available time, and the memorial tree plaques have been cleaned and placed.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:41 p.m.

DRAFT



City of Kennesaw

Balance Sheet

Account Summary

As Of 05/31/2024

Account	Name	Balance	
Fund: 285 - CEMETERY TRUST FUND			
Assets			
285-0000-11-112100-00000	OPERATING ACCOUNT	20,422.71	
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-1,693.04	
	Total Assets:	18,729.67	18,729.67
Liability			
285-0000-12-110000-00000	ACCOUNTS PAYABLE	-359.00	
	Total Liability:	-359.00	
Equity			
285-0000-13-120000-00000	ENCUMBRANCE	-743.60	
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60	
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	51,890.85	
	Total Beginning Equity:	51,890.85	
Total Revenue		16,378.61	
Total Expense		49,180.79	
Revenues Over/Under Expenses		-32,802.18	
	Total Equity and Current Surplus (Deficit):	19,088.67	
	Total Liabilities, Equity and Current Surplus (Deficit):		18,729.67

Cemetery Fund
Operating Cash Activity
For the Month Ended May 31, 2024

Beginning Cash	\$ 29,678.77
Cash Receipts:	
Cemetery Fees	100.00
Donation - Cem Preservation Foundation	2,392.25
Interest Earned	<u>11.69</u>
Total Cash Receipts	<u>2,503.94</u>
Cash Disbursements:	
Centerline Surveying System	<u>11,760.00</u>
Total Cash Disbursements	<u>11,760.00</u>
Ending Cash	<u><u>\$ 20,422.71</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	8,000.00	8,000.00	100.00	8,300.00	-300.00
285-0000-34-911500-00000	CEMETERY TREES REVENUE	500.00	500.00	0.00	52.95	447.05
285-0000-36-100000-00000	INTEREST REVENUES	1,030.00	1,030.00	-31.46	150.78	879.22
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	2,392.25	7,874.88	-4,874.88
285-0000-39-400000-00000	USE OF PY RESERVE	44,835.00	44,835.00	0.00	0.00	44,835.00
	Revenue Total:	57,865.00	57,865.00	2,460.79	16,378.61	41,486.39
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	0.00	0.00	11,760.00	13,080.00	-13,080.00
285-4950-52-325000-00000	POSTAGE	250.00	250.00	0.00	0.00	250.00
285-4950-52-350000-00000	TRAVEL	300.00	300.00	0.00	0.00	300.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	350.00	0.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	44,293.00	44,293.00	0.00	34,416.75	9,876.25
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	1,524.01	1,334.04	10,923.96
285-4950-53-118500-00000	CEMETERY TREES	414.00	414.00	0.00	0.00	414.00
	Expense Total:	57,865.00	57,865.00	13,284.01	49,180.79	8,684.21
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-10,823.22	-32,802.18	
Total Surplus (Deficit):		0.00	0.00	-10,823.22	-32,802.18	

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	57,865.00	57,865.00	2,460.79	16,378.61	41,486.39
Expense	57,865.00	57,865.00	13,284.01	49,180.79	8,684.21
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-10,823.22	-32,802.18	32,802.18
Total Surplus (Deficit):	0.00	0.00	-10,823.22	-32,802.18	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-10,823.22	-32,802.18	32,802.18
Total Surplus (Deficit):	0.00	0.00	-10,823.22	-32,802.18	



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	8,000.00	8,000.00	600.00	8,900.00	-900.00
285-0000-34-911500-00000	CEMETERY TREES REVENUE	500.00	500.00	0.00	52.95	447.05
285-0000-36-100000-00000	INTEREST REVENUES	1,030.00	1,030.00	0.00	179.99	850.01
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	0.00	7,874.88	-4,874.88
285-0000-39-400000-00000	USE OF PY RESERVE	44,835.00	44,835.00	0.00	0.00	44,835.00
	Revenue Total:	57,865.00	57,865.00	600.00	17,007.82	40,857.18
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	13,080.00	-13,080.00
285-4950-52-325000-00000	POSTAGE	250.00	250.00	0.00	0.00	250.00
285-4950-52-350000-00000	TRAVEL	300.00	300.00	0.00	0.00	300.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	350.00	0.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	44,293.00	44,293.00	3,500.00	37,916.75	6,376.25
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	374.90	1,708.94	10,549.06
285-4950-53-118500-00000	CEMETERY TREES	414.00	414.00	52.95	52.95	361.05
	Expense Total:	57,865.00	57,865.00	3,927.85	53,108.64	4,756.36
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-3,327.85	-36,100.82	
Total Surplus (Deficit):		0.00	0.00	-3,327.85	-36,100.82	

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	57,865.00	57,865.00	600.00	17,007.82	40,857.18
Expense	57,865.00	57,865.00	3,927.85	53,108.64	4,756.36
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-3,327.85	-36,100.82	36,100.82
Total Surplus (Deficit):	0.00	0.00	-3,327.85	-36,100.82	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-3,327.85	-36,100.82	36,100.82
Total Surplus (Deficit):	0.00	0.00	-3,327.85	-36,100.82	



City of Kennesaw

Balance Sheet

Account Summary

As Of 06/30/2024

Account	Name	Balance	
Fund: 285 - CEMETERY TRUST FUND			
Assets			
285-0000-11-112100-00000	OPERATING ACCOUNT	17,192.92	
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-1,761.89	
	Total Assets:	15,431.03	15,431.03
Liability			
285-0000-12-110000-00000	ACCOUNTS PAYABLE	-359.00	
	Total Liability:	-359.00	
Equity			
285-0000-13-120000-00000	ENCUMBRANCE	-743.60	
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60	
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	51,890.85	
	Total Beginning Equity:	51,890.85	
Total Revenue		17,007.82	
Total Expense		53,108.64	
Revenues Over/Under Expenses		-36,100.82	
	Total Equity and Current Surplus (Deficit):	15,790.03	
	Total Liabilities, Equity and Current Surplus (Deficit):		15,431.03

Cemetery Fund
Operating Cash Activity
For the Month Ended June 30, 2024

Beginning Cash	\$ 20,422.71
Cash Receipts:	
Cemetery Fees	600.00
Interest Earned	<u>29.21</u>
Total Cash Receipts	<u>629.21</u>
Cash Disbursements:	
Signs & More Inc	359.00
Mo-Nady Handyman Services	<u>3,500.00</u>
Total Cash Disbursements	<u>3,859.00</u>
Ending Cash	<u><u>\$ 17,192.92</u></u>

KENNESAW CITY CEMETERY STREET & PARKING PLAN

Agenda

Phase 1 – Signage

Phase 2 – Demo + Sod

Phase 3 – Overlay (Paving)

Phase 4 – Parking Addition (Optional)

PHASE 1: SIGNAGE



PROOF

DATE:

6/7/2024

CLIENT:

CITY OF KENNESAW

LOCATION:

3080 MOON STATION ROAD

KENNESAW, GA 30144

ESTIMATE/ORDER#:

23 104467

DESCRIPTION:

VINYLED 6MM

ALUMINUM/PLASTIC COMPOSITE SIGNS

ON 4" BLACK METAL POSTS W/ FLAT CAPS

SINGLE/DOUBLE SIDED:

SS

SIZE:

NOTED

QTY:

6

COLOR(S):

■

BLACK

■

GOLD

DESIGNER:

LVP

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Option 1

The diagram illustrates the sign layouts and their installation on a signpost. It includes four individual sign layouts and a perspective view of the signpost assembly.

Sign Layouts:

- Historic A:** A square sign with a black background and gold border. The text "HISTORIC A" is in gold, with horizontal lines above and below "HISTORIC". Dimensions: 24 in wide, 24 in high. Quantity: x2.
- Historic B:** A square sign with a black background and gold border. The text "HISTORIC B" is in gold, with horizontal lines above and below "HISTORIC". Dimensions: 24 in wide, 24 in high. Quantity: x2.
- Chalker:** A square sign with a black background and gold border. The text "CHALKER" is in gold, with horizontal lines above and below. Dimensions: 24 in wide, 24 in high. Quantity: x1.
- Section III:** A square sign with a black background and gold border. The text "SECTION III" is in gold, with horizontal lines above and below "SECTION". Dimensions: 24 in wide, 24 in high. Quantity: x1.

Signpost Assembly:

- The signpost is a black metal post with a flat cap on top.
- The sign "Historic A" is mounted on the post.
- The post is 72 in high from the ground to the top of the sign.
- The sign is 24 in wide.
- The ground level is indicated by a horizontal line with a downward arrow labeled "Ground".
- The post is 24 in high from the ground to the bottom of the sign.

Black and Gold Vinyl Aluminum Composite:

2x Historic A

2x Historic B

1 x Chalker

1 x Section III

TOTAL: \$3,482.00

Funding Source:

TBD

** YOUR SIGNATURE ACKNOWLEDGES FULL APPROVAL OF DESIGN LAYOUT AND CONTENT, RELEASING SIGNS & MORE, INC. FROM RESPONSIBILITY IN REGARD TO INCORRECT DESIGN, SPELLING AND INFORMATION. ** THE ARTWORK PROVIDED IS FOR VISUALIZATION PURPOSES ONLY. SIGNS AND MORE TRIES TO BE AS ACCURATE AS POSSIBLE, BUT THE RENDERING MAY SLIGHTLY DIFFER FROM THE FINAL PRODUCT. THE COLORS SHOWN ARE NOT REPRESENTATIVE OF THE ACTUAL FINISHED PRODUCT. EXACT COLOR MATCHES REQUIRE PMS COLORS PROVIDED/CHOSEN BY CLIENT AND DISCUSSED WITH SIGNS & MORE, INC. STAFF.

X

CLIENT APPROVAL

1

Page 19 of 29

PROOF

DATE: 6/7/2024
CLIENT: CITY OF KENNESAW
LOCATION: 3080 MOON STATION ROAD
KENNESAW, GA 30144

ESTIMATE/ORDER#: 23 104467
DESCRIPTION: ROUTED .5" HDPE SIGNS
ON 4" BLACK METAL POSTS WITH FLAT CAPS

SINGLE/DOUBLE SIDED: SS
SIZE: NOTED
QTY: 6
COLOR(S):

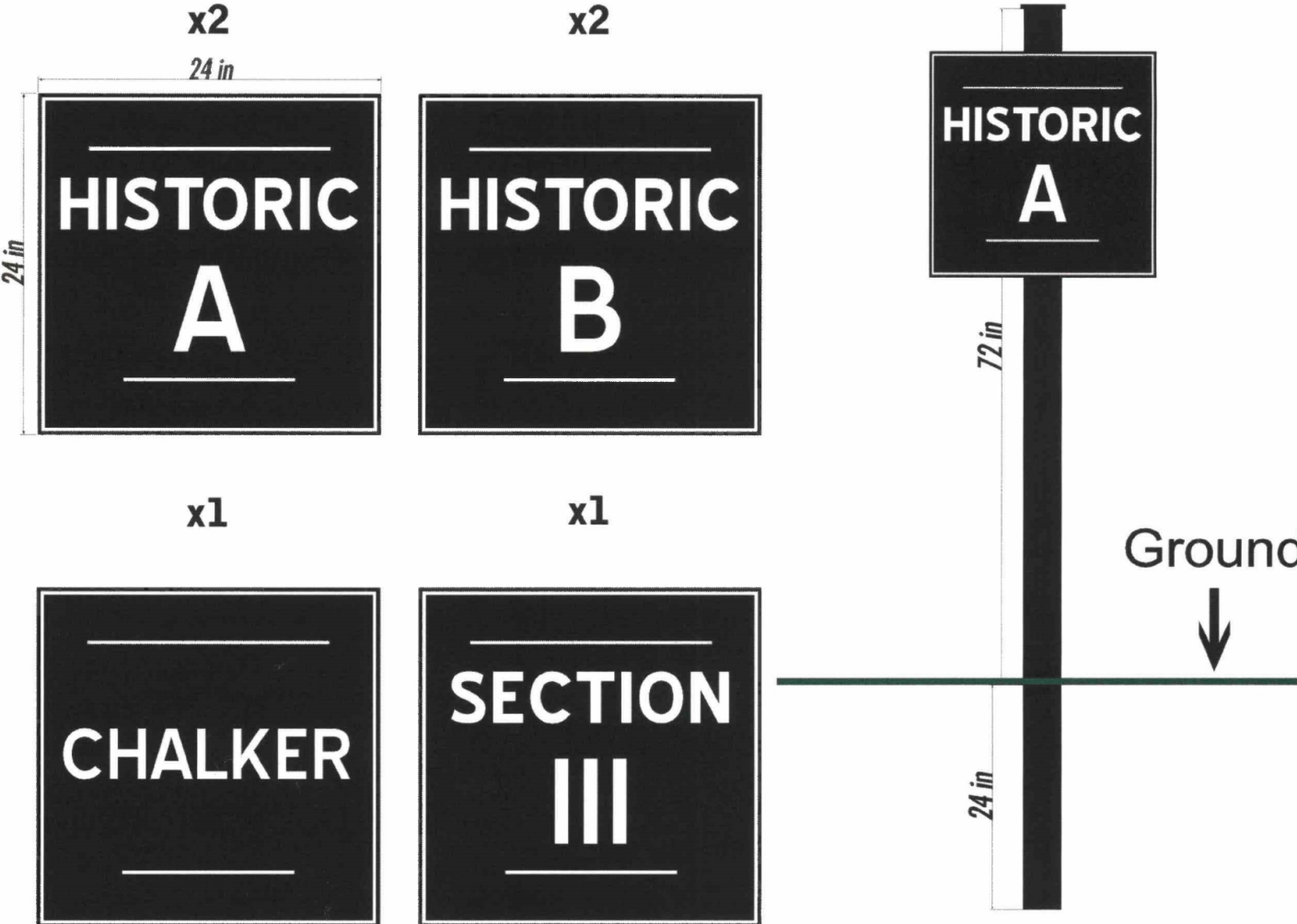
☐ WHITE
☒ BLACK

DESIGNER: LVP

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Option 2



White and Black
Routed HDPE Sign:

2x Historic A

2x Historic B

1 x Chalker

1 x Section III

TOTAL: \$5,320.00

Funding Source:
TBD

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AND INFORMATION. ** THE ARTWORK PROVIDED IS FOR VISUALIZATION PURPOSES ONLY. SIGNS AND MORE TRIES TO BE AS ACCURATE AS POSSIBLE, BUT THE RENDERING MAY SLIGHTLY DIFFER
FROM THE FINAL PRODUCT. THE COLORS SHOWN ARE NOT REPRESENTATIVE OF THE ACTUAL FINISHED PRODUCT. EXACT COLOR MATCHES REQUIRE PMS COLORS PROVIDED/CHOSEN BY CLIENT
AND DISCUSSED WITH SIGNS & MORE, INC. STAFF.

X

CLIENT APPROVAL

2

PROOF

DATE: 6/7/2024

CLIENT: CITY OF KENNESAW

LOCATION: 3080 MOON STATION ROAD
KENNESAW, GA 30144

ESTIMATE/ORDER#: 23 104467

DESCRIPTION: CAST METAL PLAQUE ON
4" BLACK METAL POSTS W/ FLAT CAPS

SINGLE/DOUBLE SIDED: SS

SIZE: NOTED

QTY: 6

COLOR(S):

- ☒

BLACK
- ☒

BROWN
- ☒

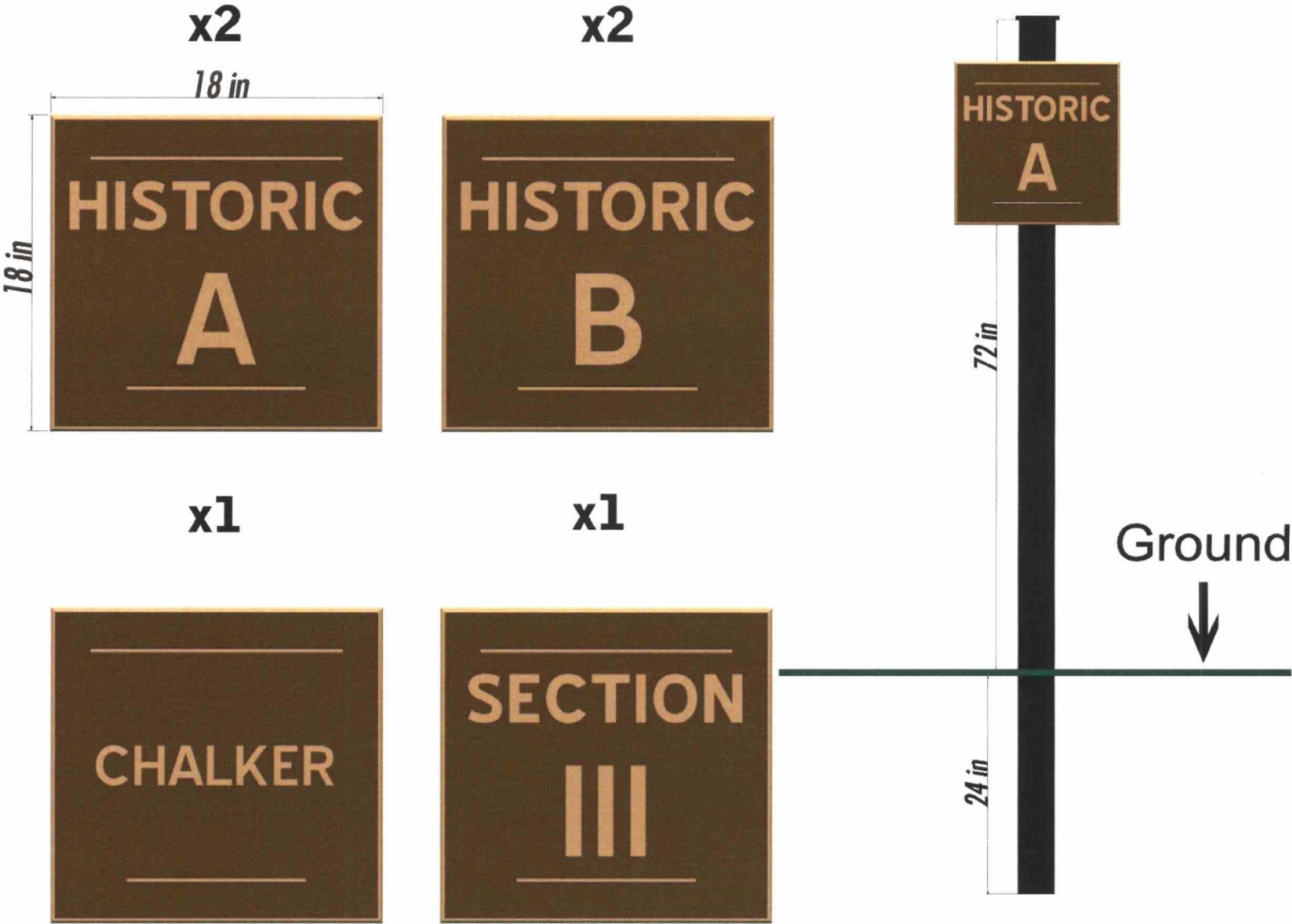
BRONZE

DESIGNER: LVP

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Option 3



Bronze on Brown
Cast Metal Plaque:

2x Historic A

2x Historic B

1 x Chalker

1 x Section III

TOTAL: \$10,009.00

Funding Source:
TBD

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X

CLIENT APPROVAL

3

PHASE 2: DEMO & SOD





Suggestions + Estimate:

- Demo existing asphalt, up to 6" thickness
- Import/place dirt
- Sod

TOTAL: \$36,428.00

Funding Source:

Public Works willing to demo during winter

Sod will come out of pocket, approx.
\$12,000 - \$15,000

Timeline:

Demo ~ Winter / Sod ~ February to March

PHASE 3: OVERLAY (PAVING)





Suggestions + Estimate:

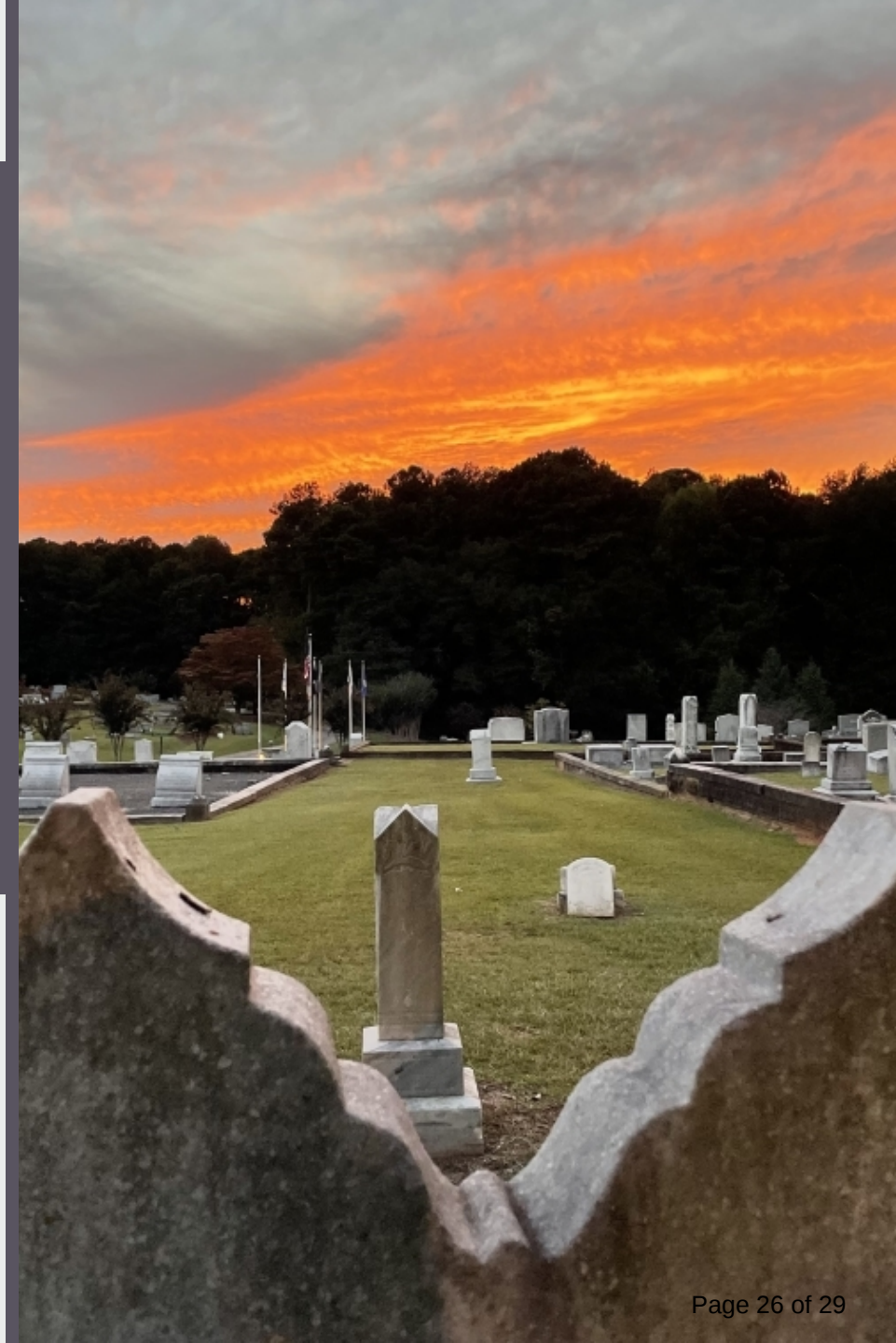
- Haul & install 3/4 " Permaflex & 1.25" of 9.5 MM (includes tack coat & patching tree areas)

TOTAL: \$74,700.00

Funding Source: GF

Timeline: Summer

PHASE 4: PARKING LOT ADDITION





Suggestions + Estimate:

- Demo existing structures in designated area
- Import/place dirt
- Pave
- Sod replacement

TOTAL: \$34,920.00

Funding Source: TBD

Timeline: TBD

TOTAL COST

\$150,000 - \$157,000



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: July 11, 2024
TITLE: Presentation: Cemetery ArcGIS Map

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None