

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
July 11, 2024
4:00 PM

1. Call to Order / Roll Call

Chairman Lewis Bramlett called the meeting to order at 4:00 p.m. Commission members present were Lizz Gray, Jim Poole, Judi Burrell, Tony Taylor and Rebecca Carlson. 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 President Stephen King was also present.

2. Approval of the Meeting Minutes

A. Minutes: May 09, 2024

Consideration to approve the May 9, 2024, Cemetery Preservation Commission minutes.

Commissioner Burrell moved to approve the May 2024 Cemetery Preservation Commission draft minutes. Commissioner Poole seconded the motion. Vote taken, unanimously approved (5:0). Motion passed.

3. Financial Report

A. Financials: May and June 2024

Receipt of the May and June 2024, Cemetery Trust Fund financial reports.

Vice Chair Gray moved to approve the May and June 2024 Cemetery Preservation Commission financials as presented by City Clerk Alvarez. Commissioner Burrell seconded the motion.

Vote taken, unanimously approved (5:0). Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Foundation President Stephen King provided the Commission with updates including: the next Foundation meeting is July 17, there will be a meeting at the cemetery on July 14 to walk through the Life in the Cemetery presentations, the Foundation received the possible graphics for Life in the Cemetery and they will review at next meeting, and the Foundation will keep a reserve of \$4000 and will discuss what Commission projects to fund.

5. Old Business

A. Update: Structure Maintenance

City Clerk Alvarez presented photos and information about the structures that received

maintenance. This project is complete and will be reviewed in three years.

6. New Business

This portion of the agenda was heard out of order - Item B, Item C, then Item A.

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.

City Clerk Lea Alvarez advised for the Wreaths Across America event that the Daughters of the American Revolution would like cosponsored again this year with the Cemetery Preservation Commission, and they would like the Commission to pay the \$125 fee for the portable toilet. Ms. Alvarez stated that as cosponsors the city would provide tents, chairs, a podium, and sound. This will be presented at the August Events Committee meeting. Commissioner Burrell made a motion for the Cemetery Preservation Commission to cosponsor the Wreaths Across America event with the Daughters of the American Revolution. Commissioner Carlson seconded the motion. Vote taken, unanimously approved (5:0). Motion passed. Commissioner Taylor made a motion for the Cemetery Preservation Commission to not fund the portable toilet at the Wreaths Across America event. Vice Chair Gray seconded the motion. Vote taken, motion failed with a 2-3 vote (Commissioners Taylor and Gray voting for, Commissioners Burrell, Poole and Carlson voting against). Commissioner Carlson then made a motion for the Cemetery Preservation Commission to fund the portable toilet at the Wreaths Across America event. Commissioner Burrell seconded the motion. Vote taken, motion passed with a 3-2 vote (Commissioners Burrell, Poole and Carlson voting for, and Commissioners Taylor and Gray voting against).

Ms. Alvarez advised about the Life in the Cemetery event which the Cemetery Foundation would like the Cemetery Preservation Commission to cosponsor. Vice Chair Gray made a motion for the Commission to cosponsor the Life in the Cemetery event with the Cemetery Preservation Foundation. Commissioner Poole seconded the motion. Vote taken, unanimously approved (5:0). Motion passed.

Chairman Bramlett gave information for Clean Up Day for a monument cleaning workshop with Christa McCay of the Marietta History Center. Ms. McCay is willing to lead a monument cleaning class with 10-14 people with the commission providing the supplies. Ms. McCay generally charges \$25 per person, however, she is only asking for a donation to the Marietta History Center for this occasion. Commissioner Burrell wondered if the fee would be a deterrent for people to come. Chairman Bramlett stated that if people did not register for this event the commission could always return to its previous Clean Up Day event. Cemetery Preservation Foundation President Stephen King advised that at the next Foundation meeting he would ask the members to agree that those people who participate in the cleanup will also get a ticket for the Life in the Cemetery tour. Commissioner Poole advised he could also lead a workshop. Chairman Bramlett stated that he believes the draw will be Ms. McCay. Further discussion held regarding clarification of where the Clean Up Day funds will go (Foundation), and how

Ms. McCay will get paid (she doesn't, she is only asking for a donation to the Marietta History Museum). Commissioner Burrell made a motion to approve October 5th at 9:00 a.m. as Clean Up Day. Commissioner Carlson seconded the motion. Vote taken, unanimously approved (5:0). Motion passed.

B. Presentation: Cemetery Mobility Plan

Draft presentation of the multiphased Kennesaw Cemetery Mobility Plan including sodding, paving, parking, and signage.

City Clerk Lea Alvarez presented information on a multi-phased cemetery mobility plan including: three choices for section signage, possible road closures in Chalker and Historic B, paving along the one-way street of the cemetery, and parking spaces. Ms. Alvarez provided quotes from Signs & More for three different styles of section signage. The one-sided signage will mirror the style of the current signs that are in the cemetery, not the city signage. Sign color and composition were discussed along with pricing of each. Councilmember Pat Ferris asked that the signage be placed on the Master Plan list. Ms. Alvarez then presented information on demolition and sodding of the small road between Chalker and Historic A and the road in Historic B. The width of the road between Chalker and Historic A is very thin which causes worry that a larger car could either hit one of the headstones or be damaged by the handrails that protrude from Historic A. Putting up posts, demolishing this road, then laying sod would create parking spaces at each end and would still allow for funeral homes to access the sites as needed. The road in Historic B is already chained off because it is crumbling and falling off in places. Ms. Alvarez also reviewed pricing for the commission to pay an outside company to complete the demolition and sodding versus Public Works doing the demolition on their timeline and the commission paying for the sod/installation. Ms. Alvarez provided information on paving of the Cemetery Street one-way loop. This would not be full paving as the machines needed for that would not fit in the cemetery, it would be an overlay (permafex). Discussed additionally was the fact that this is not a main thoroughfare but a road that is only minimally used. Ms. Alvarez advised that she had spoken with the city manager who advised he would add this paving to the citywide projects list. Ms. Alvarez lastly reviewed information on possible parking spots at the cemetery. Most spots will be one to two pullover areas throughout the cemetery. With the upcoming construction of the school property, there will be no longer be a larger area for visitors to park at the entrance. To create a six spot lot at the entrance (on the right) the cost would be high enough that a bid would have to go out. Mr. Ferris asked that we find out about Cemetery Street zoning. Ms. Alvarez verified with the commission that they were in agreement to continue with demolition and sod as presented, and to proceed with the brown and bronze sectional signs.

C. Presentation: Cemetery ArcGIS Map

City Clerk Lea Alvarez presented the Arc GIS map that the clerk's office is working on. The new map will be searchable for lots as well as tree and plaque memorials. Information on the deceased will include name, date of birth, date of death, any military service, a link to Find-a-Grave, and photos of any monuments on the lot.

7. Staff Comment

There were no staff comments.

8. Adjourn

Chairman Bramlett adjourned the meeting at 5:22 p.m.

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