

**Commissioners**

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

**Cemetery Preservation Commission
Meeting Agenda
August 8, 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: July 11, 2024**
Consideration to approve the July 11, 2024 Cemetery Preservation Commission minutes.
- 3. Financial Report**
 - A. Financials: July 2024**
Consideration to approve the July 2024 Financials.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Events Updates**
Gravestone Cleaning Workshop, Life in the Cemetery & Wreaths Across America
- 6. New Business**
 - A. Cemetery Fees Update**
Consideration to align memorial plaque fees with the current charges from the vendors, and to remove memorial trees from the master fee schedule.
- 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)
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.

DRAFT



City of Kennesaw

Balance Sheet

Account Summary

As Of 07/31/2024

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	10,218.06
	Total Assets:	10,218.06
		10,218.06
Liability		
	Total Liability:	0.00
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		17,121.82
Total Expense		58,794.61
Revenues Over/Under Expenses		-41,672.79
	Total Equity and Current Surplus (Deficit):	10,218.06
	Total Liabilities, Equity and Current Surplus (Deficit):	10,218.06

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

Beginning Cash	\$ 17,192.92
Cash Receipts:	
Cemetery Fees	100.00
Interest Earned	<u>14.00</u>
Total Cash Receipts	<u>114.00</u>
Cash Disbursements:	
Cemetery Paying back GF for Credit Card Auto Draft	1,761.89
Mo-Nady Handyman Services	<u>5,326.97</u>
Total Cash Disbursements	<u>7,088.86</u>
Ending Cash	<u><u>\$ 10,218.06</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		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	9,000.00	-1,000.00
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	193.99	836.01
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	100.00	17,121.82	40,743.18
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	5,326.97	43,243.72	1,049.28
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	0.00	2,067.94	10,190.06
285-4950-53-118500-00000	CEMETERY TREES	414.00	414.00	0.00	52.95	361.05
	Expense Total:	57,865.00	57,865.00	5,326.97	58,794.61	-929.61
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-5,226.97	-41,672.79	
Total Surplus (Deficit):		0.00	0.00	-5,226.97	-41,672.79	

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	100.00	17,121.82	40,743.18
Expense	57,865.00	57,865.00	5,326.97	58,794.61	-929.61
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-5,226.97	-41,672.79	41,672.79
Total Surplus (Deficit):	0.00	0.00	-5,226.97	-41,672.79	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-5,226.97	-41,672.79	41,672.79
Total Surplus (Deficit):	0.00	0.00	-5,226.97	-41,672.79	



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: August 8, 2024

TITLE: **Events Updates**
Gravestone Cleaning Workshop, Life in the Cemetery & Wreaths Across America

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: August 8, 2024

TITLE: **Cemetery Fees Update**
Consideration to align memorial plaque fees with the current charges from the vendors, and to remove memorial trees from the master fee schedule.

Summary:

The current fee for a cremation wall memorial plaque is \$300. An order was placed in June with Signs & More for a memorial plaque and the fee was \$359. The Clerk's office is requesting to update the current fee to match with the charge from Signs & More.

While new memorial trees are no longer being sold at the cemetery, families can request to add a new/additional plaque for a family member who has passed. The Clerk's office requests to charge the rate of the plaque plus shipping to the family.

Recommendation:

Recommend approval of fee increase to align with the current charge and to collect fee only for additional tree plaques.

Fiscal Impact:

Attachments:

1. 08.8 Cemetery Fees
2. 08.8 Signs & More Estimate_Redacted
3. 08.8 Tree Plaque



Kennesaw City Cemetery Fees

Lots

Residents:	\$1,500
Non-Residents:	\$2,000
Employees:	\$500

Burial Permit

Casket Burial:	\$100
Cremation Interment:	\$200 (Monday-Friday – no holidays)

Cremation Garden

Service & Engraved Bronze Plaque:	\$600 (Monday-Friday – no holidays)
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Active or retired City Employees:	\$250 (Monday-Friday – no holidays)
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Memorial Garden: Engraved Bronze Plaque ONLY	\$300
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Cremation Garden Service: NO Engraved Bronze Plaque	\$300
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Business Donation for Plaque	Contact the Kennesaw Cemetery Foundation
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Memorial Trees

Crepe Myrtle:	\$150
Yoshino Cherry:	\$250

Please note: All lots are 5'x10' and casket burials must be in a vault.
For cremation interments, up to four (4) sets of cremains can be interred in a single lot.
Container must fit within a 2'x2'x2' space.

All fees were approved by Mayor and Council as a part of the Master Fee Schedule through
Resolution No. 2023-44, 2023

Kennesaw City Cemetery 3000 Cemetery Street Kennesaw, Georgia 30144

Estimate

**Signs & More, Inc**

3175 Highway 411 NE

White, GA 30184

ph. 770-383-8808

fax 770-383-8882

email: CustomerService@SignsMoreInc.com

Estimate: 24 104554

Printed 6/18/2024 2:44:27PM

Description: **Memorial Plaque -** [REDACTED]

Prepared For: Tim Cox

ph: (770) 421-8582

Company: City of Kennesaw

Estimate Date: 6/17/2024 9:47:42AM

email: tc Cox@kennesaw-ga.gov

Dear Tim:

Thank you for considering Signs & More, Inc for your sign needs. The quotation we discussed is below. If you have any questions, please call us at 770-383-8808. We look forward to working with you on this project.

Signs & More, Inc

Product	Font	Qty	Sides	Height	Width	Unit Cost	Item Total
1 Cast Metal Plaque		1	1	5	8	\$359.00	\$359.00

Color: Bronze on Black**Description:** Cast Bronze Plaque with Blind Studs for mounting**Text:** Per Proof
[REDACTED]**Notes:**

Price does NOT include Shipping Charges.

All signs and related products described above are the property of Signs & More, Inc until all moneys owed under this agreement are paid in full. Client will provide access to said sign(s) if payment is not made in full when due. Client agrees to pay all attorney's fees and other expenses incurred by Signs & More in order to collect any money due under the payment terms of this agreement, plus maximum interest that is permitted by law, on all past due amounts. Client indemnifies Signs & More against any claim(s) by any property owner, landlord, tenant, or any other party that the above sign(s) violates any agreements client may have with any of those parties or that such sign(s) is(are) not properly authorized by any party whose authorization is required.

Line Item Total:	\$359.00
Subtotal:	\$359.00
Taxes:	\$0.00
Total:	\$359.00

Deposit Required: **\$179.50**

Company: City of Kennesaw
3080 Moon Station Road
Kennesaw, GA 30144

Received/Accepted By: _____

/ /

You need Signs. We deliver MORE! Thank you!



ESTIMATE

Estimate# EST-52008

Lark Signs

120 N. Old Manor Rd.
Wichita Kansas 67208
U.S.A

Bill To

City of Kennesaw, GA
Lea Addington
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144
770-424-8274

Ship To

City of Kennesaw, GA
Lea Addington
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144

Estimate Date	Expiry Date	Sales person
17 Apr 2024	16 Jul 2024	Karl Miller

#	Item & Description	Qty	Rate	Amount
1	5" X 3" x .040" - imaged nameplate, no mounting 5" X 3" x .040" imaged nameplate, no mounting	1.00 Each	40.00	40.00

Sub Total 40.00

Shipping charge 12.95

Total \$52.95

Notes

Looking forward for your business.

Terms & Conditions

Quote good for 90 days.

Standard delivery is 3-5 weeks from order.

Shipping Charge - subject to change at time of shipping

CONTACT karl@larklabel.com

Our signs make you shine

120 N Old Manor
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316.682.5275
www.larklabel.com

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