

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
August 8, 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 and Foundation Secretary Andrew Bramlett were also present.

2. Approval of the Meeting Minutes

A. Minutes: July 11, 2024

Consideration to approve the July 11, 2024 Cemetery Preservation Commission minutes.

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

3. Financial Report

A. Financials: July 2024

Consideration to approve the July 2024 Financials.

Vice Chair Gray moved to approve the July 2024 Cemetery Preservation Commission financials as presented by City Clerk Alvarez. Commissioner Carlson 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 new brochure for the kiosk, the Foundation approved to cosponsor the Gravestone Cleaning Workshop with up to \$500 for supplies, there was a meeting at the cemetery on August 7 for tour planning (route, graphics, tickets), auditions for the tour will be held in August, and tour dates will be October 24-27 with the 24th for Commission members, city employees and Kennesaw State University students.

5. Old Business

A. Events Updates

Gravestone Cleaning Workshop, Life in the Cemetery & Wreaths Across America

Chairman Bramlett advised that the Cemetery Foundation would handle the \$15 registration for the Gravestone Cleaning Workshop, and he spoke with Christa McCay to verify a limit of 15 people and what supplies will be needed. Mr. Bramlett advised that Life in the Cemetery could use some volunteers, and Mr. King advised that Jacob with KSU is handling the auditions. Mr. Bramlett stated he was unsure if Wreaths Across America needed volunteers this year, but they have needed section leaders in the past, and asked that people attend the event. City Clerk Lea Alvarez advised that all three events were presented at the August Events Committee meeting and all three were approved.

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.

Ms. Alvarez stated that costs have increased for plaques and presented the most recent prices. Ms. Alvarez advised that all the memorial signs on the cremation wall had been completed by the same company. Councilmember Ferris asked the Clerk's Office to look for new vendors. Ms. Alvarez advised there was not enough time to find new vendors and have them approved by the Cemetery Commission before the city council was set to hear the updated Master Fee Schedule. Prices discussed with final decision: \$750 for employee cemetery lots, \$800 Cremation Garden service and plaque, \$400 Cremation Garden service only, \$400 Cremation Garden plaque only, \$75 Memorial Tree Plaques (replacement or add to current Memorial Tree), and to remove Memorial Trees from price list as they are no longer for sale.

Commissioner Poole moved to accept the new fees as presented. Commissioner Burrell seconded the motion. Vote taken, unanimously approved (5:0). Motion passed.

7. Staff Comment

Ms. Alvarez stated that four of the new trees had to be removed because they were not viable. The trees would be revisited in the fall.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:27 p.m.