



Commissioners

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

**Cemetery Preservation Commission
Meeting Agenda
October 10, 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: September 12, 2024**
Consideration to approve the September 12, 2024, Cemetery Preservation Commission meeting minutes.
- 3. Financial Report**
 - A. Financials: September 2024**
Consideration to approve the September 2024 financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Discussion: Section Signage**
Review proposals from Signs & More and Miller EG Design.
 - B. Discussion: Memorial Trees**
Review proposal from Creative Landscaping.
 - C. Event Update: Gravestone Cleaning Workshop Recap**
- 6. New Business**
- 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)
September 12, 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 Judi Burrell, Tony Taylor and Rebecca Carlson. City liaisons present included Councilmember Pat Ferris, Assistant Public Works Director Tim Cox, and Deputy City Clerk Christie Burgner. Kennesaw Cemetery Foundation President Stephen King and Foundation Secretary Andrew Bramlett were also present. Guests Brenda and Oran Harris attended the meeting as well. Commission member Jim Poole arrived at 4:11 p.m.

2. Approval of the Meeting Minutes

A. Minutes: August 8, 2024

Consideration to approve the August 8, 2024, Cemetery Preservation Commission meeting minutes.

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

3. Financial Report

A. Financials: August 2024

Consideration to approve the August 2024 financial reports.

The August 2024 Financials were presented by Deputy City Clerk Christie Burgner. Foundation President Stephen King advised that the Foundation voted that the unused money that was originally earmarked for survey pins now be used for sectional signage at the cemetery. Commissioner Burrell moved to approve the August 2024 Cemetery Preservation Commission financials as presented. Commissioner Carlson seconded the motion.

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

4. Cemetery Preservation Foundation Update

Mr. King provided updates for the Cemetery Preservation Foundation. He began by explaining to the guests that the Foundation was designed to collect funds and provide them to the Kennesaw City Cemetery. Mr. King advised that Assistant Public Works Director Tim Cox takes care of the grounds of the cemetery which Mr. Harris stated was well maintained. Mr. King provided information on the upcoming Life in the Cemetery

tours which will be performed in October. Commissioner Burrell asked if there was an inclement weather plan. Mr. King advised that tickets would be refunded in the event of rain.

5. Old Business

A. Event Update: Gravestone Cleaning Workshop

Update on logistics, promotion schedule, and supplies.

Ms. Burgner provided information on parking, cleaning supplies, and commission member roles for the upcoming Gravestone Cleaning Workshop. Foundation Secretary Andrew Bramlett provided information on the promotional code that may be used to purchase Life in the Cemetery tickets if an individual also participates in the gravestone cleaning workshop. Chairman Bramlett advised of a discussion with Trey Gaines who recently conducted the same type of workshop and stated that 20-25 people were too many for gravestone cleaning workshops.

B. Update: Cremation Garden Plaques and Fee Schedule

Ms. Burgner stated the Master Fee schedule had not been adopted by the city council yet and reviewed the updated prices for the cemetery. There were no questions or suggestions from the commission.

C. Update: Storyboard Design

Ms. Burgner showed the storyboard designs that will be placed throughout Kennesaw, including the design for the storyboard for the cemetery. It is unknown when they will be placed as the signage for the amphitheater was completed by the same company and took precedence over other signage that had been in the works.

6. New Business

7. Staff Comment

A. Update: Replacement Flags

Ms. Burgner advised that Public Works had replaced all the flags at the cemetery in September (with the exception of the Space Force flag which had been replaced within the last two months). The Clerk's office now has a spreadsheet to track how often the flags and kiosk signs are replaced to determine if a different type of each is needed. Councilmember Ferris stated that if there was a plan to replace the flags yearly, there could be a ceremony with the Daughters of the American Revolution. Commissioner Carlson suggested a Boy Scout troop or ROTC from a local high school for the ceremony. It was unclear if flags were listed in the budget, therefore a motion was made to purchase a set of replacement flags in case any of the recently placed flags deteriorated before the next date to replace all. Commissioner Burrell moved to approve the purchase of a full set of replacement flags not to exceed \$500. Commissioner Poole seconded. The motion passed unanimously (4:0).

Ms. Burgner provided information on an urn that was abandoned on a bench at the cemetery in August. The urn had a name, birth date and death date that was for an

infant from 1995. Winkenhofer Funeral Home advised they could take the urn and place it in a mausoleum niche they have reserved, as they have people who leave urns at their cemetery as well. The Clerk's office also contacted the Kennesaw Police Department who took the urn to the Cobb County Medical Examiners Office. Commissioner Poole stated the ME's Office will do interments for cremains at regular intervals.

Commissioner Poole provided information for upcoming events of the Daughters of the American Revolution at the cemetery.

- * November 3 - New flags and poppies placed
 - * November 17 - Poppies removed
 - * December 14 - Wreaths Across America event
 - * January 25 - wreaths and flags removed
 - * May 2025 (dates not set) flags will be placed for Memorial Day
 - * June 2025 (dates not set) flags removed from cemetery
- New flags have been purchased and will be treated to stay fresh longer.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:42 p.m.



City of Kennesaw

Balance Sheet

Account Summary

As Of 09/30/2024

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	11,048.93
Total Assets:		11,048.93
		11,048.93
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		17,952.69
Total Expense		58,794.61
Revenues Over/Under Expenses		-40,841.92
Total Equity and Current Surplus (Deficit):		11,048.93
Total Liabilities, Equity and Current Surplus (Deficit):		11,048.93

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

Beginning Cash	\$ 11,039.44
Cash Receipts:	
Interest Earned	<u>9.49</u>
Total Cash Receipts	<u>9.49</u>
Cash Disbursements:	<u>-</u>
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 11,048.93</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		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	0.00	9,800.00	-1,800.00
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	9.49	224.86	805.14
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	9.49	17,952.69	39,912.31
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	0.00	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	0.00	58,794.61	-929.61
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	9.49	-40,841.92	
Total Surplus (Deficit):		0.00	0.00	9.49	-40,841.92	

Income Statement

For Fiscal: 2023-2024 Period Ending: 09/30/2024

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	9.49	17,952.69	39,912.31
Expense	57,865.00	57,865.00	0.00	58,794.61	-929.61
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	9.49	-40,841.92	40,841.92
Total Surplus (Deficit):	0.00	0.00	9.49	-40,841.92	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	9.49	-40,841.92	40,841.92
Total Surplus (Deficit):	0.00	0.00	9.49	-40,841.92	



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: October 10, 2024

TITLE: **Discussion: Section Signage**
Review proposals from Signs & More and Miller EG Design.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 10.2024 Signs and More Estimate
2. 10.2024 Miller Quote

Estimate

Page 1 of 2



Signs & More, Inc

3175 Highway 411 NE

White, GA 30184

ph. 770-383-8808

fax 770-383-8882

email: CustomerService@SignsMoreInc.com

Estimate:

24 104467

Printed

6/18/2024 4:38:03PM

Description: **Cemetery Signs**

Prepared For: Lea Alvarez

ph: (770) 429--4546 x 3106

Company: City of Kennesaw

Estimate Date: 5/24/2024 9:39:43AM

email: lalvarez@kennesaw-ga.gov

Dear Lea:

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	Install	Item Total
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1 Vynled Aluminum Composit

6 1 24 24 \$476.17 \$625.00 \$3,482.00

Color: Gold on Black**

Description: Vynled 6mm Aluminum/Plastic Composite Signs on 4" Black Aluminum posts w/ flat caps.

Text:
2) Historic A - per Proof OPTION 1
2) Historic B
1) Chalker
1) Section III

Product	Font	Qty	Sides	Height	Width	Unit Cost	Install	Item Total
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2 Routed HDPE Sign

6 1 24 24 \$782.50 \$625.00 \$5,320.00

Color: White on Black

Description: Routed .5" Thick - High Density Polyethylene (HDPE) Signs on 4" Black Aluminum Posts with flat caps.

Text:
2) Historic A - per Proof OPTION 2
2) Historic B
1) Chalker
1) Section III

Product	Font	Qty	Sides	Height	Width	Unit Cost	Install	Item Total
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3 Cast Metal Plaque

6 1 18 18 \$1,564.00 \$625.00 \$10,009.00

Color: Bronze on Brown

Description: Cast Metal Plaque on 4" Black Aluminum Posts with flat caps.

Plaque orders must be paid in full prior to production

Please note that the plaque production time is 10-12 weeks after proof approval. Sorry due to the process of making our plaques, we cannot accommodate rush orders.

Text:
2) Historic A - per Proof OPTION 3
2) Historic B
1) Chalker
1) Section III

You need Signs. We deliver MORE! Thank you!

Page 11 of 18

Estimate

Page 2 of 2



Signs & More, Inc
3175 Highway 411 NE
White, GA 30184
ph. 770-383-8808
fax 770-383-8882
email: CustomerService@SignsMoreInc.com

Estimate: 24 104467

Printed 6/18/2024 4:38:03PM

Notes:

All Estimates are good for 30 days.

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:	\$18,811.00
Tax Exempt Amt:	\$1,875.00
Subtotal:	\$18,811.00
Taxes:	\$0.00
Total:	\$18,811.00

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

Received/Accepted By:

/ /

Miller EG Design

315 Northpoint Pkwy SE
Suite F

Quote

Date	Quote #
9/9/2024	2903

Name / Address
City of Kennesaw, GA Miranda Jones Taylor 2529 J. O. Stephenson Ave Kennesaw, GA 30144

Project
COK0824.01CSS

Description	Qty	Rate	Total
COK0824.01CSS (Cemetery Section Signs) Scope: Cemetery Section Signs and Directional Sign materials to include: (QTY = 6) ST-9,- 1'-6" x 1'-11 3/8" panel, with 4" fluted posts and caps (QTY = 1) ST-6, 2'-4" x 3'-8 1/4" panel, with 4" fluted posts and caps Project management to include some or all of the following: Site survey, overall project analysis and evaluation including code requirements. Data procurement and coordination of locations, messages, sign types, existing structures/placement obstacles. Layouts for sign elevations and details. Review of sign documents with project team and make revisions per feedback. Once approval has been given fabrication will begin. Installation and coordination of schedules with project team and installers. Installation prep once fabrication is complete. Installation includes materials, travel time, onsite coordination, clean up, and photographs/documentation of installed signs. Confirmation to project team of completed installation. Punch item work if necessary. All prices based on continuous installation, partial installations are subject to additional mobilization costs. Reimbursable Expenses Standard reimbursable expenses such as travel to complete the project scope outlined above are included in the above fees and costs. Additional reimbursable expenses such as, but not limited to, overnight delivery, postage, additional travel, mock-ups and/or prototypes, and document printing will be billed at cost, and, if required, will be identified, and submitted along with a request for written approval to proceed prior to	1	3,652.85	3,652.85T
	1	965.16	965.16
	1	1,155.70	1,155.70
		Subtotal	
		Sales Tax (0.0%)	
		Total	
Approved by:	Date:		

Miller EG Design

315 Northpoint Pkwy SE
Suite F

Quote

Date	Quote #
9/9/2024	2903

Name / Address
City of Kennesaw, GA Miranda Jones Taylor 2529 J. O. Stephenson Ave Kennesaw, GA 30144

Project
COK0824.01CSS

Description	Qty	Rate	Total
incurring reimbursable expenses. No additional reimbursable expenses will proceed without prior written authorization. Additional Services Additional services will be billed at MEGD hourly rates and may include but are not limited to the following: Work beyond the scope of this proposal, and/or additional signs as may be requested by stakeholders. Additional services, if required, will be identified and submitted along with a request for written approval to proceed, prior to the commencement of these additional services. No additional services will proceed without the written authorization. Hourly rates for personnel at Miller EG Design are as follows: Principal \$155.00, Project Manager \$125.00, Design, Installation, Coordination Staff \$95.00, and Administration Staff \$45.00. ** Price is subject to change if any of the below conditions occur ** - Engineering results effecting footing details - Rock or other obstruction requires special equipment for excavation *Does not include raised footer			
		Subtotal	
		Sales Tax (0.0%)	
Approved by: _____		Total	
Date: _____			

Miller EG Design

315 Northpoint Pkwy SE
Suite F

Quote

Date	Quote #
9/9/2024	2903

Name / Address
City of Kennesaw, GA Miranda Jones Taylor 2529 J. O. Stephenson Ave Kennesaw, GA 30144

Project
COK0824.01CSS

Description	Qty	Rate	Total

Quote good for 90 days. Projects over \$5,000.00 require 50% deposit to commence work.
Balance due upon installation.

Subtotal \$5,773.71

Sales Tax (0.0%) \$0.00

Total \$5,773.71

Approved by: Date:



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: October 10, 2024
TITLE: **Discussion: Memorial Trees**
Review proposal from Creative Landscaping.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 10.2024 Creative Landscape Proposal



CREATIVE
LANDSCAPE GROUP
LANDSCAPE INSTALLATION PROPOSAL
City Of Kennesaw
Cemetery

Scope of Work:

Project Plan for Tree Replacement and Maintenance

1. Inventory and Replacement:

- **Dead or Dying Trees:**
 - **Emerald Green Arborvitae:** Replace 10 dead or dying trees.
 - **Bloodgood Japanese Maple:** Replace 1 dead or dying tree.
 - **Yoshino Cherry Trees:** Replace 5 dead or dying trees.

2. Planting Procedures:

- **Site Preparation:**
 - Remove dead trees carefully to avoid disturbing surrounding plants.
 - Prepare holes for new trees, ensuring they are wide and deep enough to accommodate root systems.
- **Installation:**
 - Plant new trees at the appropriate depth, ensuring the root collar is at soil level.
 - Use self-watering bags for each new tree, filled initially by CLG.

3. Existing Tree Maintenance:

- **Correction for Remaining Trees:**
 - For the remaining trees (arborvitae, Bloodgood's, and Yoshino's), remove soil from the root collar to prevent potential rot and encourage healthy growth.

4. Mulching and Bed Space Conversion:

- **Row Maintenance:**
 - Convert tree circles for the rows of arborvitae into bed space.
 - Apply a layer of brown hardwood mulch to these areas to suppress weeds and retain moisture.

5. Maintenance Plan:

- **Self-Watering Bag Maintenance:**
 - The city will be responsible for refilling the self-watering bags as needed throughout the growing season to ensure consistent hydration.

Project Total: \$9,850.00

All projects require a 50% deposit to be placed on the calendar. Balance will be due upon completion. Please allow \$1000.00 for contingency.

Acceptance of proposal X:

Please apply 2.99% for payment with credit card. 1.99% for ACH

Creative Landscape Group
1265 Acworth Due West Rd.
Kennesaw, GA 30152
(c)770-757-9891

creativecutslandscapes@gmail.com



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: October 10, 2024
TITLE: Event Update: Gravestone Cleaning Workshop Recap

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None