

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.