

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
May 11, 2023
4:00 PM

Present	Chair Lewis Bramlett Vice Chair Lizz Gray Commissioner Judi Burrell Commissioner Anthony Gutierrez Honorary Commissioner Andrew Bramlett
Absent	Commissioner Joe Bozeman, Jr.

1. Call to Order / Roll Call

- Meeting called to order at 4:01 PM by Chairman Bramlett.
- Roll Call: Lewis Bramlett, Lizz Gray, Judy Burrell, Andrew Bramlett – Honorary Member
- Absent – Joe Bozeman Jr.
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk) and, Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

2. Approval of the Meeting Minutes

A. Approval of the April 13, 2023 regular meeting minutes.

Commissioner Gutierrez arrived at 4:03 PM.

Motion by Commissioner Burrell to approve the April 14, 2023 regular meeting minutes.
Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

3. Financial Report

A. Receipt of the April 2023 financials.

Motion by Commissioner Burrell to approve the April 2023 financials. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

4. Cemetery Preservation Foundation Update

Kennesaw Cemetery Preservation Foundation President Stephen King gave some updates about the Foundation. Ms. Jacque Cullins stepped down as the secretary and the Foundation will continue to look for her replacement as well as new members. There were photos taken of the cemetery in order for the cemetery to be considered a historical site and the Foundation's bylaws should be approved before July. He also noted that he would like to find original documents for the Foundation's Articles of Incorporation in the State Archives. The conversation moved to the media to get the word out for donations and progressed to the Foundation's presence on social media.

5. Old Business

A. Discussion Only: Decoration Day Recap

This item was led by Chairman Bramlett. He noted that around thirty-five people showed up for Decoration Day after two hundred people received a letter of notice. He noted that there were more people present to clean headstones than in previous years and that a lot of the usual families did not show. He thanked the foundation for cooking and grilling for the event. Chairman Bramlett proposed that the commission provide light snack foods next year rather than a full meal and an earlier start time. Commissioner Burrell suggested that Andrew Bramlett should host walking tours next year as an advertised attraction. Commissioner Gutierrez added that there should be more time for cleaning before the food is put out, in order to allow more cleaning time.

Councilmember Ferris asked how the flyers were advertised. City Clerk Alvarez answered that the flyers were mailed and that she would like to be more specific about the information presented on the flyer next year. The commission agreed that there needed to be more communication about the timeline of the event, what was going to occur and what supplies would be supplied. City Clerk Lea added that she would send out a save the date next year as well. The conversation then moved to the cost of the tents and how costs could be managed better in the future. The Commission then moved the conversation to the time of the event. They decided that an earlier time would be better suited for this type of event. It was decided that 9 am until 12 noon would be a better time. Citizen Ms. Jessica Free praised the event and stated that she would like to have more info on what supplies would be provided.

The Commission then suggested several ways to improve their social media presence. They spoke about how to utilize social media to their advantage and the limitations of the Foundation versus the Commission. City Clerk Alvarez suggested that the Commission and Foundation produce content to be put on the website.

Councilmember Ferris requested that the Communications and Engagement Manager, Rebecca Graham, be present at the next meeting. Foundation President King suggested using the Foundation as a marketing tool for the Commission to help get the word to the public about Decoration Day. Honorary Member Bramlett suggested another sign be made for the Foundation. Everyone then decided that they would get started as soon as possible in order to prepare for Decoration Day in the Fall. The Commission then voted on time changes.

Motion by Commissioner Burrell to approve time changes for Decoration Day 2023 to 9 AM until 12 PM with the addition of a historical tour. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

B. Discussion Only: April 24, 2023 Arborist Meeting Recap

City Clerk Alvarez led this item. She gave some brief overviews of the walk that the Commission had with an arborist. Chairman Bramlett inquired about purchasing lightening protection for the large oak that was in the middle of the Cemetery and it was decided that the risk outweighed the benefits. The Commission discussed what they wanted to do and the quote of \$3400 for the Red Oak Maintenance and \$30,000 to cut back some trees in the older sections. Chairman Bramlett, Councilmember Ferris and City Clerk Alvarez discussed stump removal and logistics of getting a crane for this project. City Clerk Alvarez then led the conversation around the budget and how to get funding for large projects such as this.

6. New Business

A. Authorization to proceed with Fiscal Year 2023- 2024 budget submissions regarding the Cemetery Trust Fund, as presented.

City Clerk Alvarez led the conversation about the budget submission and gave a summary of the lot sales for the past year. Chairman Bramlett and City Clerk Alvarez explained how many lots the cemetery had left and how many years left they had to sell. She also noted the revenue of the trees that were sold and how many more there were left. Next, City Clerk Alvarez asked the Commission for its priorities for the coming years so that she could budget appropriately. The Commission listed their priorities as \$30,000 for tree removal, the Red Oak Care Package, three benches and then, lastly, paving and drainage. Councilmember Ferris voiced his concerns about paving before doing proper engineering study. The Commission decided to focus on the things that they could accomplish in the near future and decided on Trees and benches. Commissioner Burrell suggested donations for the benches to which Foundation President King volunteered the Foundation's help. The Commission spoke about the budget a bit more then voted on the purchase of benches.

Motion by Commissioner Gutierrez to approve the purchase of three benches within the current 2022/2023 budget season. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

7. Public Comment

Citizen Jessica Free was thanked for her input and taking the time to get involved.

8. Staff Comment

A. Cemetery Preservation Commission Email Address Overview

City Clerk Alvarez started this item with discussing cityhall renovations and the possibility of missing the next meeting due to construction.

City Clerk Alvarez then went over some city email policy and how to access the system.

B. Rules and Regulations Overview

This item was not discussed due to time constraints.

9. Adjourn

Motion by Vice Chairwoman Gray to approve the adjournment of the meeting at 5:19 PM. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)